

CLASSIFIED SENATE

Grossmont-Cuyamaca Community College District

Constitution & Bylaws

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CONSTITUTION AND BYLAWS

ARTICLE 1 - NAME OF ORGANIZATION

The name of this organization shall be the Grossmont-Cuyamaca Community College District Classified Senate (hereinafter referred to as the Senate).

The Senate shall represent and include all classified staff except management as defined by Education Code Section 72400.

Article 1.1 VISION AND MISSION (est 9/2008)

VISION: Provide classified staff a voice to participate in the initiation, development, and evaluation of all District policies and procedures that support educational programs and services for students at Grossmont and Cuyamaca Colleges.

MISSION: GCCCD Classified Senate promotes the valuable contributions made by Classified staff in creating an environment that will lead to the greatest level of student success. The Senate encourages the exchange of ideas, understanding, and cooperation between Classified staff, faculty, administrators and students in the best interest of enriching the educational environment.

ARTICLE 2 - PURPOSE

The Senate will participate in the governance of the Grossmont-Cuyamaca Community College District. The Senate will collect, evaluate, and disseminate information as well as represent the determined interest of the classified staff on any governance issue on District/College committees.

The Classified Senate is organized to:

- a. participate in the governance structure of the District;
- b. provide a body representing the concerns and viewpoints of the classified staff;
- c. provide a unified means of communication between classified staff and the rest of the District community;
- d. provide an opportunity to develop individual leadership and professional standards among the classified staff;
- e. promote the interest of the classified staff in the development and formulation of policy and practice related but not limited to the following;
 - 1) selection of administrators,
 - 2) in-service training,
 - 3) facilities and services,
 - 4) classified relations with student/faculty/administration,
 - 5) finance and budget;
 - 6) develop cooperation among administration, faculty, and classified staff.

Article 2.1 - Scope of Responsibility

The Senate:

- a) may make recommendations for the classified staff in non-contractual matters;
- b) shall obtain, consider, and may take positions on College/District information and make recommendations to the college administrations and the District;
- c) may select a designee to appear before the Governing Board to express the views of the Senate on non-contractual issues relating to policies, procedures, and governance.

ARTICLE 3 - ORGANIZATION

Article 3.1 - Sites

The Senate shall consist of one council, with representatives from each site:

- a) Cuyamaca College;
- b) Grossmont College; and
- c) District Services.

Article 3.2 - Membership

The Senate shall be comprised of Governing Board approved classified employees including positions that have been designated confidential by collective bargaining with the exception of management. Although Classified Senate does not represent Supervisors or Police Officers in the area of Participatory Governance or Screening Committee placement, the organization does include these groups on their communication and developmental efforts. Participation is voluntary and there are no dues.

Article 3.3 - Composition of the Senate Executive Board

The Executive Board is comprised of fifteen elected officers; one President, one Treasurer, one Secretary, three Vice Presidents, three Members at Large (one from each site), 12 Senators (up to four from each site), one appointed District Bargaining Unit Representative, one Past President, and one President Elect.

Districtwide Senate Officers are: President, Treasurer, Secretary, Past President, and President Elect.

Each Site will have one Vice President, one Member at Large, and Senators (no more than 4 per site) representing the classified staff.

Proxy Senators are nominated leaders who were not elected as a Senator and they have no voting rights. Should a Senator be absent from an Executive Board Meeting, the Site Proxy Senator can vote on their behalf as long as the President, or Site Vice President have been notified prior to the meeting.

See Appendix A. for Senate Organization chart.

Article 3.4 - Autonomy

The Senate shall be distinct from any other classified organization of the District. Officers of the Executive Board may not serve concurrently on the Classified Bargaining Unit Executive Board.

Article 3.5 - Representation

The Senate shall seek full classified representation on all appropriate college and district committees and councils. All representatives to those committees and councils will be appointed by the Executive Board in compliance with the MOU between CSEA Chapter 707 and GCCCD. A procedure for appointing hiring/search committee representatives is included in this document in Appendix C. The appointing procedure may be updated by the executive board at any time.

Article 3.6 - Senate Committees

The Executive Board shall have the power to form Senate committees. See Article 6 for additional information on Senate committees.

Article 3.7 - Recognition

The Senate shall be an official body promoting the interests of the classified staff of the Grossmont-Cuyamaca Community College District.

Article 3.8 - Web Site

The Senate shall operate and maintain an informational web site supporting and promoting the interest of the classified staff.

ARTICLE 4 - TERMS OF OFFICE AND DUTIES OF OFFICERS & SENATORS

Article 4.1 – Executive Senate Officers

Districtwide membership shall elect a President, President Elect, Treasurer, and Secretary. Each site shall elect one Vice President, one Member-at-Large and up to four Senators. Non-voting Proxy Senators will serve at each site, Senators can arrange for the Proxy Senator to vote in their absence, if prior arrangements have been made with the Site Vice President, or President.

4.1.1. All executive officers will serve a 2-year term.

4.1.2. All executive officers may serve up to 3 two-year consecutive terms or 6 years.

4.1.3. After 3 consecutive absences from Senate General Executive Board meetings any elected Officers seat can be declared vacant by the President or Site Vice President, and confirmed by the majority of the Senate Executive Board.

Article 4.2 – Officer Elections, Appointments, and Vacancies

Each Senate Executive Officer shall serve a two-year term of office beginning July 1 through June 30.

- 4.2.1 Election of Senate Executive Officers shall be conducted during the regular election period.
- a.) During odd years the classified membership will elect the following Senate seats: Treasurer, Secretary, Site Vice Presidents, Site Members at Large, and Site Senators.
 - b.) During even years the classified membership will elect a President Elect to shadow the sitting President through the last year of their active term, this position will then assume the Presidential duties at the end of the sitting Presidents term in the odd year. This will occur only as needed when a change in Presidency will ensue.
- 4.2.2 'Past President' shall be an automatic appointment at the conclusion of his/her current presidential term and/or at the time of replacement in office and shall serve his/her successor and the executive board in an advisory capacity for as long as his/her successor holds the office of President but may opt out after serving in that position for one (1) term and any time thereafter up to a maximum of three (3) terms.
- 4.2.3 The number of Senators is determined by the Sites and may vary from year to year; however, no more than 4 may represent a single site.
- a.) Proxy Senators are nominated leaders who were not elected as a Senator and they have no voting rights. Should a Senator who will be absent from an Executive Board Meeting, the Site Proxy Senator can vote on their behalf as long as the President, or Site Vice President have been notified prior to the meeting.
- 4.2.4 The election process can be conducted with one of the following procedures:
- a. An informal survey of the area, or
 - b. by ballot if more than two individuals are found in the survey process
- 4.2.5 Vacancies:
- a. The Site Vice President may fill any vacancy as deemed necessary.
 - b. The Board will cause the removal or replacement of any officer who has four unexcused absences from regularly scheduled Board meetings per fiscal year. Absences may be excused by prior notification of the President.
 - c. The Board may also remove a Board member for failure to fulfill his or her responsibilities. This is to be accomplished by approval of the majority in attendance at a Board meeting. This action will take place at a noticed hearing to give the affected member opportunity to plead his or her case.
 - d. If there is a vacancy of any office during the term, the President, with the approval of the Executive Board, will appoint a member to fill any vacancy. The replacement will serve until the end of the election year. If the office of the President is vacant, or the President is unable to perform the duties of his or her office due to illness, incapacitation, or death, one of the three sites Vice President will immediately assume the office of President.
 - f. In the absence of a President, an officer will be elected by a majority of a quorum of the Executive Board to assume those duties

Article 4.3 Senate Executive Officer Duties

Each Officer will perform the duties as follows:

President's Duties:

- a) preside at General Senate Executive Board meetings;
- b) express publicly the Senate's position on issues and recommendations relating to governance;
- c) attend all Governing Board meetings or designate a representative;
- d) inform the Executive Board of committee vacancies;

- e) collaborate with CSEA to appoint and/or remove classified staff members to/from GCCCD committees when requested;
- f) serve as the representative on the District-wide Executive Council, Districtwide Strategic Planning and Budget Council, and Districtwide Accreditation Coordinating Committee, or designate a representative;
- g) serve as chair of the District Staff Development Committee or designate a representative;
- h) publish an agenda for all General Senate Executive Board and other Senate meetings;
- i) serve as contact person for statewide organizations;
- j) perform other duties as may be required by the office, which includes but is not limited to Chancellor's Classified Senate Award, and Classified Staff Appreciation Day

Vice President's duties:

- a) act as Chair in absence of President at Senate General Executive Board meetings;
- b) represent their Site on the Senate Executive Board;
- c) represent classified staff at official functions or designate a representative;
- d) serve on the Senate Nomination and Election Committee;
- e) express publicly the Senate's authorized position on issues and recommendations relating to site governance;
- f) represent the Senate at meetings of the Leadership Advisory Councils and site budget committees or designate a representative;
- g) solicits and recommends Classified Staff representatives to serve on hiring and other shared governance committees when requested by the administration or Senate President utilizing the committee process outlined in Appendix C;
- h) May declare a vacancy of any elected executive officer after 3 consecutive absences from General Executive Board Meetings, and confirmed by the majority of the Senate Executive Board;
- i) perform other duties as may be required by the office.

Treasurer's Duties:

- a) maintain financial records, collect and deposit funds, disburse funds, and submit financial reports to the Senate during the calendar year as requested by the Executive Board but not less than twice per year;
- b) with assistance from the president, prepare annual trust fund budget for adoption by the Executive Board;
- c) be one of two required signatures on the Classified Senate Trust Fund;
- d) chair the Fundraising Sub-committee;
- e) perform other duties as may be required by the office.

Member at Large duties:

- a) represent their Site on the Executive Board;
- b) act as Chair in absence of Vice President;
- c) coordinate and conduct Senate elections;
- d) assume the role of Vice President in the event of a vacancy;
- e) perform other duties as may be required by the office.

Secretary's duties:

- a) to record meeting minutes and disseminate approved documents of all Senate meetings;
- b) Maintain Senate records, including ensuring the minutes are posted to the senate website.
- c) coordinate the reports and recommendations of Senate committees for presentation to Executive Board;
- d) perform other duties as may be required by the office.

Senators' duties:

- a) attend regular Senate meetings;
- b) poll their constituents on items designated by the Executive Board;
- c) report to the Executive Board any matters of concern from their area;
- d) perform other duties as may be required by the office.
- e) Assume a leadership role at Classified Staff Appreciation Day (See CSAD reference guide for committees)

Past President Duties:

Will be an advisor and mentor to the current President, President Elect, and the entire Senate Executive Board, guiding and assisting them in becoming familiar with but not limited to:

- a) Duties and Responsibilities of the office of President
- b) District's Policies and Procedures
- c) Governing Board Procedures
- d) MOU with CSEA
- e) Perform other duties that may be requested by the President and/or Executive Board Since this position is advisory it is a non-voting Senate Executive Board position.

President Elect Duties:

- a) Plan to serve as future President of GCCCD Classified Senate
- b) Gain as much experience and training as possible to serve in the Senate Presidential position
- c) Work closely with the President to facilitate a smooth transition to the office of Senate President
- d) Participate in standing Senate Committees
- e) Attend all GCCCD Classified Senate meetings and functions
- f) Serve as a liaison between the Site Vice Presidents and the current Senate President
- g) Perform related duties as assigned by the President
- h) Be aware of the fiscal operation of the GCCCD Classified Senate
- i) In the absence or disability of the President, serve as Interim President

CSEA Liason Duties:

Provides the link between the Classified Senate Executive Board and the Classified Bargaining Unit. Serves in an advisory capacity to the Senate Executive Board. Since this position is advisory it is a non-voting Senate Executive Board position.

ARTICLE 5 - MEETINGS AND MINUTES

Article 5.1 — General Executive Board

The General Executive Board Meeting (see Appendix A) shall meet once a month. These meetings are open to the general classified membership of GCCCD, though anyone can attend only Executive Board members will be allowed to vote. Special meetings may be held as needed. Announcements of the Executive Board meetings shall be posted. Minutes will be prepared by the secretary.

General meetings will be held via video-conferencing between sites. Senate President will chair meetings. Minutes will be taken by the secretary.

Official minutes of all General Executive Board meetings shall be kept and will be available at each site as well as on the Senate's web site.

Distribution list for all official minutes:

- Website Associate
- Chancellor
- College Presidents
- Vice Chancellor-Human Resources
- Academic Senate Presidents
- Classified Senate Officers
- CSEA President

Article 5.2 — Annual Organizational Meetings and “Meet and Greet” Workshops

An Annual Organizational Meeting of the Classified Senate shall be held twice annually – one in the Spring, one in the Fall to establish and maintain connections with staff, interest in leadership and solicit input from all, on events hosted or organized by the Classified Staff.

Article 5.3 — Annual Planning Retreat

An Annual Planning Retreat of the Classified Senate Executive Board shall be held after the July seating of the newly elected E-board but no later than the end of September to plan the upcoming year's activity and establish the long term goals of the Senate. Minutes shall be taken.

ARTICLE 6 - COMMITTEES

The Senate shall establish both permanent and, when appropriate, ad hoc Senate committees to assist in the development and implementation of policies and procedures relating to the operational and educational matters, as it pertains to the Classified Staff of the Colleges and District. The Senate shall collaborate as outlined in the Memorandum of Understanding (MOU) with CSEA Chapter 707 regarding appointment of classified staff to District and College committees and taskforces and will cooperate with departmental supervisor concerning classified employee committee placement.

Article 6.1 - Types of Senate Committees

- a) A standing committee is a permanent ongoing committee.
- b) A special committee is one that is reoccurring in nature.
- c) Ad Hoc committees
 1. Senate ad hoc committees may be established by the President of the Senate, upon the advice and consent of the Executive Board.
 2. Site ad hoc committees may be formed by the Vice Presidents upon the advice and consent of the Site Officers.
 3. Ad hoc committees shall be formed for specific purposes and shall be of short durations.

Article 6.2 – Senate Standing Committees

- a) Communications
- b) Fund-raising
- c) Employee Recognition
- d) State and Regional

Article 6.3 – Senate Special Committees

- a) Nomination and Election Committee
- b) Classified Staff Appreciation Day Committees

See Appendix B for committee charge and composition.

Article 6.3 - Committee Chairs

The chair shall:

- a) file with the President/Vice Presidents of the Senate a schedule of committee meetings;
- b) forward committee minutes to the Site Secretary after each meeting;
- c) prepare recommendations relating to committee functions for review and approval by the Executive Board;
- d) prepare a summary of committee activities for presentation at Senate meetings;
- e) perform other duties as determined by the Executive Board.

Article 6.4 - Committee Member Responsibility

Shall be required to submit a report to the monthly site meeting (or sooner if necessary) either verbally or in written form.

ARTICLE 7 - PARLIAMENTARY AUTHORITY

The consensus method of decision making shall be used to elicit open communication and channel energies into working in a collaborative manner. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

In the event the consensus is not applicable to the situation, or cannot be reached, the President will serve as the parliamentarian. The Senate may elect to use other rules or voting which do not conflict with these bylaws.

ARTICLE 8 – ADOPTION OF CONSTITUTION AND BY LAWS

Article 8.1 - Adoption

This Constitution shall take effect July 1, 1994, upon approval by a simple majority of the quorum of the electorate of the Senate. Amended/Updated version of the Constitution shall then take effect as of July 1, 2009. Newly amended/updated version of the Constitution shall now take effect as of July 1, 2010

Article 8.2 - Amendments to the Constitution (moved to By-Law 5)

ARTICLE 9 - DEFINITIONS

See Appendix C Role of Classified Senate

Ad Hoc Committee

A group concerned or dealing with a specific subject, purpose, or end.

Appointee

A person who is appointed to a position.

Classified Bargaining Unit

The "classified bargaining unit" is those employees of the classified service as defined in California Education Code, excepting those positions designated as management, confidential, supervisory, temporary, short-term, and substitute employees.

Classified Employee

Persons employed in positions that are not academic positions and who are a part of the classified service as defined in Education Code Section 88003. This does not include persons who hired as substitute and short-term employees, part-time hourly, student hourly, or students in the work study program. Percent of contract employees that have passed probation are also considered a member of the Classified Senate organization. Representation of the Classified Employee for non-bargaining issues is defined in the MOU between CSEA 707 and GCCCD in the appendix.

Confidential Employee

A person whose classification is on the confidential salary schedule.

Consensus

A "consensus" is a majority of opinion.

Electorate

The body of persons entitled to vote in an election.

Governance

A method or system of government or management.

Management Employee

A person whose classification is on the management salary schedule.

Parliamentarian

A person who is expert in the formal rules and procedures of deliberative assemblies and other formal organizations.

Quorum

A number of members of a group or organization required to be present to transact business legally, usually a majority. For an executive board meeting a quorum is defined as half plus one of the currently elected officers. An office vacancy shall not be counted towards the total number in quorum.

Simple Majority

When determining election results, a "simple majority" is more than half of the total votes cast and more than the minimum required to win as when there are more than two candidates or choices.

When deciding a motion at an executive meeting the simple majority is defined as half plus one of quorum.

When deciding changes to the By Laws or Constitution it is 2/3rd of the vote of the members voting.

Site

Cuyamaca College, District Office, Grossmont College.

Standing Committee

A "standing committee" is a permanent committee, as of a legislature, society, etc. intended to consider all matters pertaining to a designated subject.

ARTICLE 10 - ACCOUNTING, BUDGETS AND FISCAL POLICY

Article 10.1. The Executive Board, through its Treasurer, will establish two funds as follows:

- a) A GCCCD Classified Senate Organizational Expense Fund, (key budget code 7117600) the revenues for which will come from fund raising activities. These funds are to be used for expenses related directly to the mission and vision of the GCCCD Classified Senate.
- b) A GCCCD Classified Senate fund (key budget code 1215208) which will be allocated and expended by Board direction in support of staff development activities such as presentation fees, travel, conference fees, Staff Appreciation Day, and other activities.

Article 10.2 Preparation of Budget

At the beginning of each fiscal year, the Executive Board will prepare or cause to be prepared, a balanced budget based on projected revenues from fund raising events or activities.

Article 10.3 Expenditure Authorization

The President shall not authorize an expenditure of more than \$50.00 without prior approval of the Executive Board. If there is an emergency need for disbursement of funds over budget, approval may be obtained before a regular Board meeting by email consensus of the Board and a majority of Board members.

Article 10.4 Disbursement of Funds

The Treasurer will not disburse funds without an approved requisition signed by the President. Approval must be obtained prior to purchase and disbursement. The Treasurer is to receive a statement of purchase or receipt for all goods and services. Valid receipts to cover all expenditures made from the fund must support such reimbursement. Fund transfers between accounts and check disbursements will require two authorized Board member signatures. These members would generally be the President and Treasurer. All disbursements are to be made from and for the current fiscal year only. The Executive Board must approve any exceptions to this.

Article 10.6 Voluntary Dissolution

In accordance with these bylaws and government regulation, the Executive Board, should the organization decide to dissolve, will determine the distribution of the assets of this organization.

BYLAWS

BYLAW 1 - QUORUMS

- 1.1 A quorum shall consist of a simple majority of voting members of the Executive Board or a simple majority of those in attendance at general Senate meetings. All elected executive officers are voting members of the executive board. A simple majority in these by-laws is half plus one. An office vacancy shall not be counted towards the total number in quorum.
- 1.2 Election by written ballot shall require a simple majority of those voting to carry the issue.

BYLAW 2 - TERMS OF OFFICE

- 2.1 All Officers shall serve two annual terms of office from July 1 through June 30.
- 2.2 All officers may serve no more than three (3) consecutive terms in the same office.
- 2.3 Standing committee chairs shall serve annual terms of office from July 1 through June 30.

BYLAW 3 - PROCEDURE OF OPERATION OF MEETINGS

- 3.1 The time and place of regular meetings of the Executive Board will be determined at the first meeting of the newly elected Executive Board.
- 3.2 Special Executive Board meetings may be called by the President or a majority of the voting members of the Executive Board.
- 3.3 Members of the electorate may attend any Executive Board meeting and may speak with the consent of the President or a board majority of the quorum; however, they may not vote. A majority of the quorum or the President, with the approval of the majority of the quorum, may invite any person to attend and speak at an Executive Board meeting.
- 3.4 The President shall publish, on the Senate website, two weeks after the Classified Senate Annual Retreat a schedule of meeting days and times for:
 - 3.4.1 General Executive Board Meetings – being held the 1st Tuesday of the month or a time appropriate for a quorum attendance, except when preceded by a holiday when it then becomes the 2nd Tuesday;
 - 3.4.2 Standing committees;
- 3.5 Minutes and agendas of regular General Executive Board meetings will be distributed to the Executive Board members and posted. Minutes will be posted within five working days after the meeting to the Senate website. Agendas will be posted at least one working day prior to regular General Executive Board Meetings.

3.6 Meetings

- 3.6.1. Final executive and legislative power of the Senate may be assumed by the body of the electorate when it is assembled in an Annual Organizational Meeting.
- 3.6.2 General meetings of the Senate shall be scheduled at such times to ensure maximum attendance by the electorate. It shall be a goal of the officers to encourage attendance by staff at all Classified Senate hosted events.
- 3.6.3 The President shall notify the electorate at least five working days prior to any Senate General Executive Board meeting. Call for agenda items shall be requested no less than one week before the event.
- 3.6.4 A Senate General Executive Board meeting of the electorate shall be convened within five (5) working days in any one of the following ways:
 - a) by the President;
 - b) majority of the Executive Board by:
 - i. petition to the President;
 - ii. vote at a meeting of the Executive Board.
 - c) Ten percent of the electorate by signed petition to the President.
- 3.6.5 Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A procedural motion proposed at a general Senate meeting requires a simple majority vote of the quorum to carry. A substantive motion proposed at a general Senate meeting shall be presented to the Senate as a written ballot no less than fifteen (15) working days after the general Senate meeting, and shall require a simple majority of those voting.

3.7 Emergency Meetings

- 3.7.1 Emergency meetings may be convened on two hours notice by:
 - a) the President with approval of a simple majority of the Executive Board.
 - b) a two-thirds majority of the Executive Board by:
 - i. petition to the President;
 - ii. vote at a meeting of the Executive Board.
 - c) twenty-five percent of the electorate by signed petition to the President.
- 3.7.2 A simple majority of the quorum shall be required to carry a procedural motion and a two-thirds majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Senate.

BYLAW 4 - ELECTIONS

4.1 Election of Officers

- 4.1.1 Elections of officers shall be conducted during the June e-board meeting. New officers will assume roles and the office will begin July 1st.
- 4.1.2 Election to a Senate office shall be by a simple majority. If no candidate for a Senate office receives a simple majority of the votes cast, a special election shall be held to decide between the two candidates receiving the highest number of votes for that office. This special election shall be held no less than two working days after its announcement to the Senate.
- 4.1.3 Nominations: A district-wide nominating committee will be composed of Senate Executive Board Officers or designee.

See appendix B for Nomination and Election Committee definition.

- 4.1.4 Voting procedures: The Officers shall be elected by majority vote to serve for a period of two years. Election to executive positions on the board shall stand in place after consensus of the executive board if no contentment is made or not more than one candidate is in running.
 - a. President takes office in an odd year, and serves a two year term. Treasurer, Secretary, Site Vice Presidents, Site Members at Large, and Site Senators take office in an odd year.
 - b. President Elect takes office in an even year to facilitate organizational understanding, and familiarity with Presidential duties for one year prior to assuming the full duties of the office.
- 4.1.5 Vacancies:
 - a. The Executive President may declare a vacancy when an Executive Board member has been absent from more than three consecutive meetings.
 - b. When an Executive Office vacancy is declared, the replacement is filled by a majority vote of the Executive Board.
 - c. When a Site Office vacancy is declared, the replacement is filled at the site by election or draft.
- 4.1.6 Removal from Office:
 - a. Any appointee may be removed from their position by a two-thirds majority vote of the Executive Board.
 - b. Any elected official of the Senate may be removed from office by a two-thirds majority of votes cast within the electorate.

BYLAW 5 – AMENDMENTS TO BY LAWS/CONSTITUTION

- 5.1 Additions and/or changes to the Bylaws or Constitution may be effected by a simple majority vote of the Executive Board and ratification by a simple majority (see definition of simple majority) at the next General Site Meeting following the proposal.
- 5.2 The proposed changes must be presented a minimum of 2 weeks before the meeting where the vote will take place.

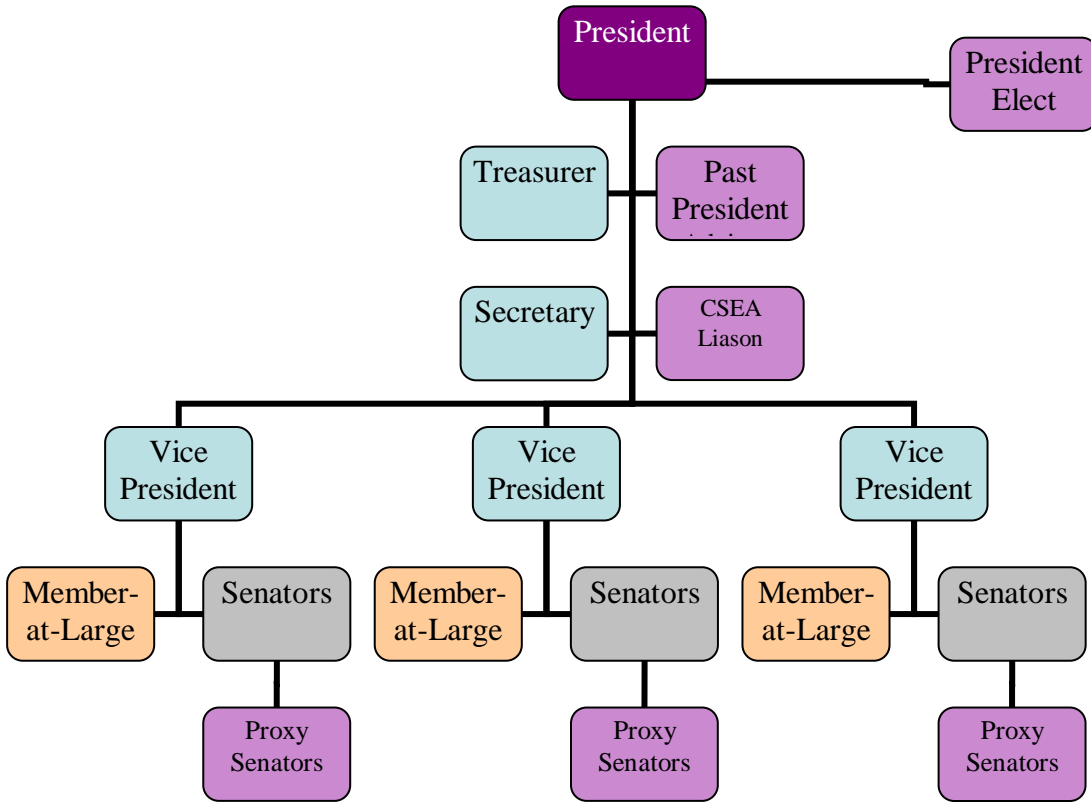
- 5.3 A general meeting is defined as any gathering of the classified staff called by the executive board of the GCCCD with purpose of organizational activities, or the intent of revising or updating the Constitution & By-Laws of the GCCCD Classified Senate. Meetings, as defined, include but are not limited to: ‘Meet and Greet’, ‘Organizational Meetings’ ‘General Membership Meetings’, or Classified Staff Appreciation Day
- 5.4 Revised bylaws will be distributed within 30 days to all members as amendments are implemented and posted to the GCCCD Classified Senate website.

BYLAW 6 – CLASSIFIED SENATE CODE ETHICS STATEMENT

- 6.1 The Senate recognizes its responsibility and obligation to the classified membership it serves and is committed to conduct its business with honesty, integrity, and professionalism in the performance of the operations and functions necessary to achieve its established mission and vision as described in the Senate Constitution. To that end, the Senate is committed to accountability and transparency.
- 6.2 The Senate Code of Ethics applies to all employees of the Senate Executive Board. Executive Board members of the Senate share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the Districtwide Senate and its membership. Executive Board members of the Senate shall conform their conduct to the following Standards of Ethics:
- Equitable access to participatory governance for all classified employees
 - Advocating for all classified employees with impartiality
 - Make every effort to ensure the stance taken at the site, or Districtwide, represents the consensus of the majority of the Senate Executive Board
 - Professionalism that builds confidence and trust in both the classified leadership and classified membership that serve this District

APPENDICES

APPENDIX A – ORGANIZATIONAL CHART



Executive Board

- Comprised of the Elected/Appointed Officers, one CSEA Liaison, one Past President, one President Elect and Site Proxy Voters. (Purple boxes depict members who do not have voting rights)
- Provide information to and solicit input from the Governing Board, district and college administrators, and faculty.
- President shall represent Classified Senate at Governing Board meetings

APPENDIX B – COMMITTEES

STANDING COMMITTEES

Communications

Charge: This group is charged with centralizing information to our constituency in the most efficient way which could include using Twitter, Facebook, and ‘Google Drive’, blogs, Blackboard and other electronic media. It shall be the responsibility of the site Vice President to gather campus-wide and district endeavors, projects and publications for distribution by this committee. It also prepares Senate communication strategy and recommends Senate website structure and content. The chair of this committee shall have access to the “Classified Senate” email box for this purpose. Communications committee members are assigned to centralize the committee assignments of the numerous committees, “search and interview committees”, counsels and taskforces within the district and individual campus communities. This is accomplished by sending an email to key employees (Currently Rhonda Bauerlein and Anne Krueger) that will populate current links to the committees meeting page. Meeting notes, committee charge and composition shall be maintained by this communication committee via links from existing pages to the Classified Senate website under ‘Communication Depot’. All Classified Senate event communication is generated through this committee. This is a collaborative effort between GCCCD Classified Senate and our local CSEA chapter 707 including but not limited to naming of committee member as outlined in the MOU between the two organizations.

- Examples of tasks of members could include:
 - Web maintenance for the ‘communication depot’
 - Maintenance of the Senate Blackboard Discussion Board site
Flyer/announcement designer for event advertisements
 - “Keeper of the lists” of all current committee members (liaison with web-designer staff)
 - Blog creator and permissions manager
 - Facebook, Tweeter, Tumblr-administrator

Composition: Co-Chairs: 1 site VP and Senate Secretary with equal representation from all sites including the Chair (minimum of 2 classified from each site) VP shall be appointed by executive chair if no one volunteers by second e-board meeting of the term. Other committee members shall be recruited from any contract classified employee – this does not need be executive officers and can include retirees.

Fundraising

Charge: This committee is charged with finding innovative ways to support the GCCCD Classified Senate Trust (s), and includes, but is not limited to, fundraising events, sponsorships and donations of any kind made to the GCCCD Classified Senate.

Composition: The Chair is a site Member At Large or designated Senate Executive Board member. Any Senate Executive Board Member or general classified constituent can participate. Purchasing and accounting needs will be conducted by the Treasurer. Equal representation from all sites is encouraged.

Employee Recognition

Charge: This committee is responsible to recognize, promote, and develop the contributions that the classified employees provide to the District educational environment, and effectively communicate to the District community the importance of employee recognition. This committee will oversee the Chancellor’s

Classified Senate Award process and make recommendations to the Classified Senate Executive Board, and advocate for the nomination of Districtwide classified employees to state level recognition awards. The vital daily contributions of classified employees will be emphasized and communicated to campus and District leadership councils. This committee will work with the District Human Resources Department to survey the classified regarding professional development needs, and advocate for areas requested.

Composition: Chaired by one Senate Member at Large. Any Classified Senate Executive Board member or contract classified employee can participate on this committee. The committee composition shall be equally represented by people from each site, and have a minimum of 6 members (2 from each site).

State and Regional

Charge: This committee is charged with establishing communications between the GCCCD CS Executive Board and the 4CS State Executive Board; especially with the local region representative (South East Region 1 – if this office is vacant, then communications shall be established with the South Vice President). The chair of this committee shall conduct meetings as necessary to collect data and (delegate or) report at each executive board meeting topics of interest to California Community College staff, including California Community College Classified Senate (4CS) activities, Board of Governor’s agenda items and policy developments, System Office (State Chancellor’s Office) policy developments and California Legislative items of interest. This committee shall be responsible for state level leadership development by classified members and could include conference attendance, providing information workshops, and soliciting membership/sponsorship of 4CS. This includes but is not limited to ensuring that once per each 2-year term that the president of the GCCCD Classified Senate attends the Community Colleges League of California (CCLC) annual conference and that each elected Vice President be offered the opportunity to attend the Classified Leadership Institute (CLI) at least once per 2-year term preferable the summer of their first term. This committee shall endeavor to obtain the resources needed for travel either by fund-raising efforts or by seeking professional development funding from their respective sites, documentation, and relationship development, district wide to better interact with the Statewide Organizations. Examples of tasks of members could include: Send annual update of classified leadership to 4CS in May, Assist representative conference attendance at CCLC (November), Legislative Conference (January) and CLI (June), Submit to 4CS delegate assignment document for 4CS voting at CLI (June), Solicit membership for 4CS (sponsorships can be individual or senate level), Summarize and report e-mail/online discussions/topics from the CCCS listserv and distribute to the CS executive officers as needed, Summarize and report at monthly executive meetings current legislative bills of interest to classified community college staff, Assist with scholarship submission for CLI (Deadlines and documents usually due in February), Submit resource links to the CS website manager for CCLC, 4CS, Legislative updates and other state organizations, and ensure these links are easily available to classified members.

Composition: Chair: Classified Senate President (upon election) and equal executive board representation from all sites including the Chair (minimum of 2 classified from each site), Other committee members may be recruited from any contract classified employee – this does not need be executive officers and can include retirees.

SPECIAL SENATE COMMITTEES

The Nomination and Election Committee

Charge – Organize, supervise and run an unbiased election to place classified employees on the Classified Senate Executive Board. This committee will meet from January through June in odd numbered years. The committee will work with the Site Vice Presidents to educate the classified employees about Classified

Senate, the Executive Board duties, and the election process. The election process will be orchestrated start to finish by this committee, with a focus on confidentiality, and impartiality. An outside email container has been established to ensure non-biased confidential voting.

Composition – 3 Senate Vice Presidents, 3 Senate Members at Large, any additional members must equitably represent each of the 3 Sites and can include classified not currently on the Executive Board

Classified Staff Appreciation Day Committees

The following committees organize Classified Staff Appreciation Day: Facilities, Workshops and Entertainment, Public Relations, Raffle/Donations, Food, and Fiscal Coordination.

APPENDIX C – Screening Committee Seating Process

I. Internal Process: Screening Committee

Step 1: A request is received via manager or assistant for a classified rep(s) on a Screening Committee. This request may include the manager recommendation.

Step 2: The request is acknowledged via e-mail.

Step 3: If request needs clarification, meeting frequency or other important information, contact requester via e-mail

Step 4: CS VP sends out a campus-wide (GC, CC) e-mail requesting a classified representative with a brief explanation of the Committee and its charge. All replies go to respective CS VP for that area by a certain date. Include the CS and CSEA Presidents as a cc on the e-mail.

The Classified Senate is seeking _____ Classified Representatives to serve on the screening/hiring committee for the position of _____, at _____. Any permanent full-time or percent of contract classified employee is eligible for consideration.

This is not an announcement for the job; it is an inquiry of interest for development of the search committee.

If you are interested in serving on this committee, first speak to your supervisor, then contact _____ at XXXXX or XXXX by _____.

Thank you for your interest in Participatory Governance!

Step 5: The respective CS VP will track the responses.

Step 6: The CS VP will forward the names of the interested classified reps to CSEA and CS Presidents along with their recommendation and the manager recommendation if applicable

Q. How do we get a manager recommendation?

A. Sometimes the manager will indicate who they would like to see on the committee. We can note that, and if their names happen to be included on the list - we are cool. If they do not, I call the manager and let them know that these folks have not indicated their interest and how would they like to handle.

Q. What does that mean?

A. If the manager has indicated in the initial e-mail who they would like to see on the committee, you can forward that information to the Presidents as well as YOUR recommendation for committee reps.

Q. Is there a form for the recommendation to the CSEA and Senate presidents?

A. No. Informal or formal - whatever works for you.

Step 7: CSEA and Senate Presidents will inform the requesting CS VP of approval.

Step 8: The CS VP from the particular district area will notify the requestor asking the requestor to acknowledge the recommendation. As an example the e-mail will read as follows:

Sample

SUBJECT LINE: Classified Representation for your Committee

Dear _____,

Thank you for including a classified representative to serve on the screening committee
_____. CSEA and Classified Senate agree that _____ would be an
excellent choice to serve on this committee.

Please acknowledge this e-mail with your approval of the recommendation(s).

Regards,

Site VP

Classified Senate

Name of College

Step 9: Once the acknowledgement/approval is received, the CS VP will e-mail all selected classified representative with a cc to CS and CSEA Presidents.

Congratulations! You have been selected to serve as a representative on the screening committee for (name of position or committee), at (Location/Campus). Thank you for being an integral part of participatory governance in our college district.

Please ensure your manager/supervisor is aware of your participation on this committee for the provision of departmental coverage.

You will be contacted with the meeting particulars very soon.

Signed by Appropriate VP

Classified Senate

Name of College

Step 10: Record pertinent information on master spreadsheet.

Step 11: Acknowledge the others that volunteered with a thank you.

Sample for the non-selected representative

Dear (name of staff member),

Thank you for your willingness to serve as classified representative on the screening committee for (name of position or committee) at (Location/Campus).

Selections of committee members were and we had several offers for help!

Even though you were not selected for this particular committee we look forward to your continued interest in site activities and support of participatory governance!

Warm Regards,

If a committee member cannot fulfill his/her duties on the committee, it is not necessary to send another request for volunteers if there are other candidates that were not selected from the first request. The candidates should be diverse and not always the same volunteers. The spreadsheet will help manage those that volunteer often. In addition, if there are no volunteers, the VP of the site may solicit interest from candidates they feel would be appropriate to the committee, only after the all-campus notice has past the response deadline.

II. Internal Process: Participatory Governance Committee

Step 1: A request is received via participatory governance committee Chair, or assistant, for a classified rep(s) on a participatory governance Committee.

Step 2: The request is acknowledged by Senate Officer via e-mail.

Step 3: If request needs clarification, committee charge information, contact requester via e-mail

Step 4: CS VP sends out a campus-wide (DS, GC, CC) e-mail requesting a classified representative with a brief explanation of the Committee and its charge. All replies go to respective CS VP for that area by a certain date. Include the CS and CSEA Presidents as a cc on the e-mail.

The Classified Senate is seeking _____ Classified Representatives to serve on the _____ participatory governance committee, at _____ . Any permanent full-time or percent of contract classified employee is eligible for consideration.

If you are interested in serving on this committee, first speak to your supervisor then contact _____ at XXXXX or XXXX by _____ .

Thank you for your interest in Participatory Governance!

Step 5: The respective CS VP will track the responses.

Step 6: The CS VP will forward the names of the interested classified reps to CSEA and CS Presidents along with their recommendation

- Q. Is there a form for the recommendation to the CSEA and Senate presidents?
- B. No. Informal or formal - whatever works for you.

Step 7: CSEA and Senate Presidents will inform the requesting CS VP of approval.

Step 8: The CS VP from the particular district area will notify the requestor asking the requestor to acknowledge the recommendation. As an example the e-mail will read as follows:

Sample

SUBJECT LINE: Classified Representation for your Committee

Dear _____,

Thank you for including a classified representative to serve on the _____ participatory governance committee. CSEA and Classified Senate agree that _____ would be an excellent choice to serve on this committee.

Please acknowledge this e-mail with your approval of the recommendation(s).

Regards,

Site VP

Classified Senate

Name of College

Step 9: Once the acknowledgement/approval is received, the CS VP will e-mail all selected classified representative with a cc to CS and CSEA Presidents.

Congratulations! You have been selected to serve as a representative on the _____ participatory governance committee, at (Location/Campus). Thank you for being an integral part of participatory governance in our college district.

Please ensure your manager/supervisor is aware of your participation on this committee for the provision of departmental coverage.

You will be contacted with the meeting particulars very soon.

Signed by Appropriate VP
Classified Senate
Name of College

Step 10: Record pertinent information on master spreadsheet.

Step 11: Acknowledge the others that volunteered with a thank you.

Sample for the non-selected representative

Dear (name of staff member),

Thank you for your willingness to serve as classified representative on the _____ committee, at (Location/Campus).

Selections of committee members were made and we had several offers for help!

Even though you were not selected for this particular committee we look forward to your continued interest in site activities and support of participatory governance!

Warm Regards,

If a committee member cannot fulfill his/her duties on the committee, it is not necessary to send another request for volunteers if there are other candidates that were not selected from the first request. The candidates should be diverse and not always the same volunteers. The spreadsheet will help manage those that volunteer often. In addition, if there are no volunteers, the VP of the site may solicit interest from candidates they feel would be appropriate to the committee, only after the all-campus notice has past the response deadline.

APPENDIX D - ROLES OF CLASSIFIED SENATE

CLASSIFIED SENATE	
Membership	Automatic for all classified, confidential
Affiliation	District Office, Cuyamaca College, Grossmont College
Dues	None
Participation	Voluntary. Open to all classified, confidential
Voting	All classified, confidential are eligible
Role	The Classified Senate is a professional organization promoting the interests of all classified, confidential
Focus	<p>The Classified Senate is organized to:</p> <ul style="list-style-type: none"> (a) participate in the shared governance structure; (b) provide a body representing the needs, concerns, and viewpoints of the classified, confidential; (c) provide a centralized means of communication between classified, confidential, and the rest of the district community; (d) select from its membership representatives to serve on governance and district/college committees; (e) articulate the professionalism of the classified, confidential so that it is properly recognized and valued; (f) provide an opportunity for enhancing the democratic process of participatory governance; (g) provide an opportunity to develop individual leadership among the classified, confidential, as well as increase the professional standards of its members; (h) promote and support activities that develop or increase the skills, productivity, and professionalism of the classified, confidential; (i) promote the interests of the classified, confidential in the development and formulation of policy and practice related but not limited to the following: <ul style="list-style-type: none"> * The selection of administrative staff * In-service education * Facilities and services * Student/classified, confidential, supervisory and faculty/classified, confidential, supervisory relations * Finance and budget

APPENDIX E -- SAMPLE ELECTION BALLOT AND CALL FOR NOMINATIONS E-MAIL



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT
CLASSIFIED SENATE
Nomination Form
2009-2011

DEADLINE: 5:00p on _____

I, _____ (your name – do not leave blank), nominate the individual(s) listed below to represent the entire district as:

- President _____
- Treasurer _____
- Secretary _____

I nominate the individual(s) listed below to represent (select your site only):

- District
- Grossmont
- Cuyamaca

- Vice President: _____
- Member at Large: _____
- Senators (2 per site): _____

Note: If the office has only one nominee (uncontested) then that person shall be appointed by default without being submitted to the election process.

Please e-mail your form to the Election Committee at cls.senate.elections@gmail.com or by interoffice mail to _____.

Thank you for your participation!

Vision Statement

Provide classified staff a voice to participate in the initiation, development, and evaluation of all District policies and procedures that support educational programs and services for students at Grossmont and Cuyamaca Colleges.

Mission Statement

GCCCD Classified Senate promotes the valuable contributions made by classified staff in creating an environment that will lead to the greatest level of student success. The Senate encourages the exchange of ideas, understanding, and cooperation between classified staff, faculty, administrators and students in the best interest of enriching the educational environment.

DATE: April 16, 2009

TO: All Classified, Confidential & Supervisory Staff

FROM: Debi Miller, Classified Senate President

RE: CALL FOR NOMINATIONS for Executive Board Officers

Being a part of the Classified Senate gives you an opportunity to make a difference! The Senate is dedicated to making our work environment the best it can be, and to serve our college “family”. Plus, it’s a great group of people to work with, and a really fun way to meet other staff on our campuses.

Please submit your nominations for 2009-2011 Classified Senate Executive Board. The term of office begins on July 1, 2009 and ends on June 30, 2011.

The GCCCD Classified Senate (CS) supports students and is organized to represent classified employees, including classified supervisory staff, in the following areas by promoting:

- ✓ involvement in the shared governance process (serving on campus and district-wide committees which make important decisions concerning our colleges and district)
- ✓ engagement in fundraising efforts to support community charitable organizations (ex: Tecate Children, EOPS/CARE Holiday Party, and the Paritos Organization)
- ✓ assistance in providing in-service education (ex: leadership training, Classified Staff Appreciation Day)
- ✓ enhancement of communication among students, the campus and surrounding communities

The CS purpose can be accessed through the Constitution & Bylaws (C&Bs), Article 2, pg. 4 http://www.gcccd.net/class_senate/pdf/SENATE%20CONSTITUTION.REV3.draft.pdf. The CS provides an opportunity to develop individual leadership skills, as well as increase the professional standards among its members.

If you would like more information on the responsibilities of the offices, please go to C&Bs, Article 4, pg. 6 http://www.gcccd.net/class_senate/pdf/SENATE%20CONSTITUTION.REV3.draft.pdf

Please fill in the attached **Nomination Form** for your choice(s) for the Classified Senate Executive Board. All nomination forms are due by **5:00 pm on Tuesday, April 28, 2009**. All nominees will be contacted to confirm their interest in the nomination to a 2-year term.

Please forward the attached nomination form to the Election Committee at cls.senate.elections@gmail.com

APPENDIX F CHANCELLOR'S and CLASSIFIED SENATE QUARTERLY AWARD

- The handbook governing this award can be obtained from any member of the Classified Senate Executive Board

APPENDIX D

MEMORANDUM OF UNDERSTANDING

**CSEA, CHAPTER 707,
CLASSIFIED SENATE OF THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
AND THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

The concepts, privileges, and obligations embodied within the various laws and regulations which govern the decision making processes of the Grossmont-Cuyamaca Community College District define more than one role for representation of the nonacademic staff.

The Board recognizes the California School Employees Association, Chapter 707, as the exclusive bargaining agent for classified employees, other than those designated as confidential, supervisory, and management for issues within the scope of representation under section 3543.2 of the Government Code.

For the purposes required under section 51023.5 of Title 5, Chapter 4 of the California Code of Regulations, the Board generally defines the Classified Staff other than nonacademic managers, as the group of positions to provide "staff" the opportunity to participate in District and college governance. In pursuit of effective participation structures and procedures to facilitate this opportunity, the Board recognizes the Classified Senate as a professional organization promoting the interests of all classified, confidential, and supervisory staff.

Both organizations promote the professional contributions of their members to the success of the District, the development and growth of individuals, and foster communication between the District and staff and among employees themselves. For classified staff, other than confidential and supervisory employees, membership is not mutually exclusive. In fact, each organization is charged by code and/or District policy/procedures with the obligation to represent the recommendations and opinions of the classified staff. The California School Employees Association, Chapter 707 is additionally charged with the obligation to represent the collective interests and individual rights of all of their unit members.

With the understanding of those overlapping roles in the general promotion of classified employees' interests, the following outlines some specific charters for each organization:

The Classified Senate is organized to represent classified, including confidential and supervisory staff, in issues including, but not limited to, the following:

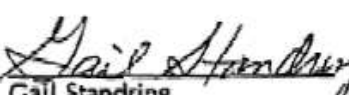

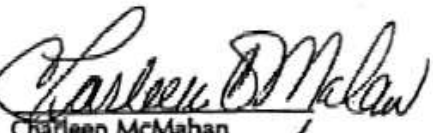
1. Promoting the shared governance process which develops and formulates policy and practice related, but not limited to, the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among the various interest groups in the Grossmont-Cuyamaca Community College District community; e) finance and budget.
2. Providing a centralized means of communication between classified staff and the rest of the District community.
3. Articulating the professionalism of the classified staff so that it is properly recognized and valued.
4. Providing an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.
5. Promoting and supporting activities that develop or increase skills, productivity, and professionalism.

CSEA negotiates and represents the classified bargaining unit in issues including, but not limited to, the following:

1. Promoting the shared governance process which develops and formulates policy and practice related, but not limited to, the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among the various interest groups in the Grossmont-Cuyamaca Community College District community; e) finance and budget.

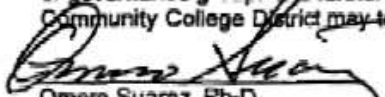
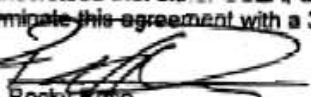
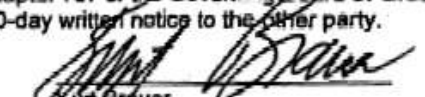
2. Wages, including salary schedule and placement, service recognition awards, professional growth awards, promotions, seniority, layoff, reemployment rights, and initial classification and reclassification.
3. Hours of employment, including pre-retirement reductions in contract.
4. Health and welfare benefits, including holidays and vacations.
5. Leave, transfer, and reassignment policies, including sick leaves, maternity leaves, bereavement leaves, military leaves, industrial accident leaves, personal necessity leaves, and unpaid leaves of absence.
6. Safety conditions of employment, including District-initiated disability leaves.
7. Procedures for the evaluation of the bargaining unit.
8. Procedures for processing grievances and disciplinary actions.

In developing and carrying out policies and procedures pursuant to shared governance, a) the District Governing Board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. In addition, the District shall not interfere with the exercise of employees' rights to form and join/participate in the activities of organizations of their own choosing recognized either for the purpose of representation on all matters of employer-employee relations and/or shared governance. Nothing in this Memorandum of Understanding shall be construed to impinge upon or detract from any negotiations or negotiated agreements between CSEA Chapter 707 and the Governing Board.

		
Gail Standing	Sandy Beasley	Charleen McMahan
CSEA District Negotiator	Exec. Chair of CS	District Negotiator
Date: <u>3/22/94</u>	Date: <u>3/22/94</u>	Date: <u>3/22/94</u>

CEM:nay
3/22/94

Kurt Brauer, CSEA Chapter 707, President, on behalf of the Classified School Employees Chapter 707, and Omero Suarez, Ph.D., Chancellor, on behalf of the Governing Board of the Grossmont-Cuyamaca Community College District, mutually agree that the provisions of this Memorandum of Understanding shall remain in force for the purposes referenced in Educational Code Section 70901.2 regarding appointment of classified staff representatives to serve on a college or district task force, committee, or governance group. It is further understood that either CSEA, Chapter 707 or the Governing Board of Grossmont-Cuyamaca Community College District may terminate this agreement with a 30-day written notice to the other party.

		
Omero Suarez, Ph.D. Chancellor	Rocky Rose President of CS	Kurt Brauer CSEA Chapter 707, President
Date: <u>5-20-02</u>	Date: <u>MAY 16, 2002</u>	Date: <u>MAY 16, 2002</u>

APPENDIX H CLASSIFIED STAFF APPRECIATION DAY REFERENCE GUIDE

- This reference guide can be obtained from any member of the Classified Senate Executive Board