



Mt. San Antonio College

Classified Senate Constitution

“The Classified Senate's mission is to provide Classified employees with a formal participatory voice in supporting the College's mission, vision and core values.”

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COLLEGE MISSION, VISION, & CORE VALUES

Mission Statement

The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence.

Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Core Values

- **Integrity** – We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Diversity** – We respect and welcome all differences, and we foster equal participation throughout the campus community.
- **Community Building** – We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus** – We address the needs of students and the community in our planning and actions.
- **Life-Long Learning** – We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit** – We work harmoniously, show compassion, and take pride in our work.

PREAMBLE

*“The Classified Senate's mission is to provide Classified employees with a formal participatory voice in supporting the College's mission, vision and core values.”
As an integral part of the college community, the Classified Senate shall actively contribute to the growth and success of the College.*

ARTICLE I – NAME

1.1. The name of the organization shall be Mt. San Antonio College Classified Senate, hereinafter referred to as the Senate.

ARTICLE II – PURPOSE

- 2.1. Provide the classified staff with a formal participatory voice in supporting the College's mission, vision and core values.
- 2.2. Communicate to the President of the College the needs, concerns, viewpoints, and recommendations developed by the Senate on matters affecting the conduct, welfare and growth of the college exclusive of collective bargaining matters.
- 2.3. Select representatives from its membership to serve on appropriate college-wide standing committees and any other committees deemed necessary by the college governance structure.
- 2.4. Promote and facilitate the sharing of ideas, techniques, and experiences by publishing and distributing newsletters, minutes and other appropriate materials.
- 2.5. Lead and participate in fund raising to benefit Classified professional growth opportunities.
- 2.6. Refer all issues pertaining to collective bargaining to the appropriate bargaining unit.
- 2.7. Refer all issues pertaining to staff development to the appropriate staff development office.

ARTICLE III – MEMBERSHIP

3.1. Eligibility

- 3.1.1. Any non-management employee whose primary designation is permanent part-time or full-time "classified" staff by the District and Auxiliary Services.
- 3.1.2. Employees paid by the hour will be considered associate members and as such will be encouraged to bring topics of concern to the Senate.

3.2. Rights of Members

- 3.2.1. To speak freely on any topic of concern to any appropriate Senator.
- 3.2.2. May address Senate with concerns upon approval of the Senate President.
- 3.2.3. To propose amendments to the constitution.
- 3.2.4. To serve in any elected Senate position.
- 3.2.5. To vote on all issues pertaining to proposed changes in the constitution.

3.3. Rights of Associate Members

- 3.3.1. To speak freely on any topic of concern to any appropriate Senator.
- 3.3.2. May address Senate with concerns upon approval of the Senate President.
- 3.3.3. To propose amendments to the constitution.

3.4. Functional Units.

3.4.1. Sixteen (16) Senators shall be selected from four (4) functional units and three senators shall be elected at large. The functional units shall be patterned after the Equal Employment Opportunity (EEO) categories for classified staff currently in use by the District. Approximately thirty (30) employees per Senator.

3.4.2. Secretarial / Clerical – 5 Senators

3.4.3. Technical / Paraprofessional & Professional Non-Faculty – 3 Senators

3.4.4. Service / Maintenance & Skilled Crafts – 3 Senators

3.4.5. Auxiliary Services – 2 Senators

3.4.6. At large / General Campus – 3 Senators

3.5. One alternate for every primary senator shall be selected from each unit to serve in the absence of the primary Senator. If a vacancy should occur, the alternate will serve the unexpired Senate term.

ARTICLE IV – ELECTORATE

4.1. The electorate shall consist of all permanent classified staff of Mt. San Antonio College. This will include those members hired by the District and Auxiliary Services. As associate members, non-student hourly support staff may not hold a Senate Office or vote in the election process.

ARTICLE V – ELECTION PROCEDURE

5.1. Executive Board

5.1.1. The six (6) members of the Executive Board shall be elected by the Senators.

5.1.2. Nominations for Executive Board positions shall be open to any Senator.

5.1.3. Executive Board members shall serve a term of one fiscal year.

5.1.4. Voting by the Senate shall be by secret ballot.

5.1.5. The current Past-president shall serve a one year term as an ex-officio member of the Executive Board, provided they do not hold another concurrent senate office.

5.2. Senators

5.2.1. Senators shall be elected by the membership of their functional units.

5.2.2. Senators at large shall be elected by the electorate.

5.2.3. Nominations of candidates for Senators in the Senate shall be open to any permanent classified staff member.

5.2.4. Senators and alternates shall serve a term of three (3) fiscal years.

5.2.5. Voting by the electorate shall be by secret ballot.

5.2.6. Senators may serve no more than two (2) consecutive terms with the exception of a Senator appointed mid-term by the President to fill a vacancy.

5.2.7. Alternate Senators may serve no more than two (2) consecutive terms.

5.3. Vacancies

5.3.1. Any vacancy in the Senate will be appointed by the President of the Senate with the approval of the Executive Board after Article III, Section 3.4 has been exhausted.

5.3.2. Any vacancy in the Executive Board will be appointed by the Senate after Article VI, Section 6.4.3 if appropriate.

5.3.3. A vacancy may be declared by the President when an Officer or Senator is absent from three consecutive Senate meetings.

5.4. Balloting

5.4.1. Elections will be conducted during the Spring semester and officers will take office effective July 1.

5.4.2. Senators will be elected by the highest number of votes. Alternates will be determined by the second highest number of votes.

5.5. Removal from Office

5.5.1. Senators may be removed from office by a two-thirds vote of the functional unit they represent.

5.5.2. Members of the Executive Board may be removed by a two-thirds vote of the Senate.

ARTICLE VI – ORGANIZATION

6.1. The Senate shall consist of sixteen Senators (including Executive Board) and sixteen alternates representing designated areas of the campus. (See Article III)

6.2. The Executive Board shall consist of the President, President-Elect, Past-President (non-voting), Recording Officer, Treasurer and three Directors elected from the body of the Senate.

6.3. President: The President shall:

6.3.1. Preside at all meetings of the Senate and the Executive Board.

6.3.2. Appoint members to serve on appropriate college-wide committees subject to the approval of the majority of the Senate.

6.3.3. Serve as an ex-officio member of all Senate committees.

6.3.4. Call special meetings of the Executive Board and/or Senate, as deemed necessary.

6.3.5. Be the official spokesperson of the Senate.

6.3.6. Be the liaison to the Board of Trustees, President's Cabinet and any other relevant representative bodies.

6.3.7. Be responsible for all communications between the Senate and any other person or organization.

6.3.8. Establish release time needed to perform duties of the office which will be determined each year in consultation with the College President.

6.4. President-Elect: The President-Elect shall:

6.4.1. Attend all scheduled and special meetings of the Senate and Executive Board.

6.4.1. Perform such duties as may be assigned from time to time by the President or Executive Board.

6.4.2. Become the President of the Senate upon expiration of the current President's term of office.

6.4.3. Preside in the absence of the President and succeed to the office of President if the President cannot complete the term.

6.4.4. Establish release time needed to perform the duties of the office which will be determined each year in consultation with the College President.

- 6.5. Past-President : The Past President shall:
- 6.5.1. Attend all scheduled and special meetings of the Senate and Executive Board.
 - 6.5.2. Be a resource person to the President and Executive Board.
 - 6.5.3. Act as a liaison to the California Community College Classified Senate (4CS).
 - 6.5.4. Perform such duties as may be requested by the President or Executive Board.
- 6.6. Recording Officer: The Recording Officer shall:
- 6.6.1. Attend all scheduled and special meetings of the Senate and Executive Board.
 - 6.6.2. Keep the minutes of the meetings of the Senate.
 - 6.6.3. Prepare and maintain a list of the names of the members.
 - 6.6.4. Keep a record of all Senate meetings.
 - 6.6.5. Be responsible for the correspondence files.
 - 6.6.6. Circulate minutes, newsletters and other correspondence to all members.
- 6.7. Treasurer: The Treasurer shall:
- 6.7.1. Attend all scheduled and special meetings of the Senate and Executive Board.
 - 6.7.2. Manage the Senate trust account – track, review and process all requests for payment/reimbursement, and process deposits.
 - 6.7.3. Maintain all financial records.
 - 6.7.4. Furnish report of monthly financial activity at Senate meetings.
 - 6.7.5. Perform other duties as requested by the Executive Board.
- 6.8. Directors: The three (3) Directors shall:
- 6.8.1. Be voting members of the Executive Board.
 - 6.8.2. Serve as members of the Executive Board and perform such duties as the President may request.
 - 6.8.3. Each director will chair one or more project team(s) during his/her term
 - 6.8.4. Establish resources needed to perform responsibilities in consultation with the Senate President.
- 6.9. Senators: The sixteen (16) Senators shall:
- 6.9.1. Attend all scheduled and special meetings of the Senate.
 - 6.9.2. Receive proposed amendments from functional unit members.
 - 6.9.3. Present issues of concern from the functional unit to the Senate.
 - 6.9.4. Serve as an information resource to functional unit members.
 - 6.9.5. Perform other responsibilities as deemed necessary by the Senate Executive Board.
- 6.10. Alternate Senators: The sixteen (16) Alternate Senators shall:
- 6.10.1. Perform Senator responsibilities in the absence of the primary Senator.
 - 6.10.2. Assume primary Senator's unexpired term in the event of a permanent vacancy.

ARTICLE VII – COMMITTEE APPOINTMENT

- 7.1. The Senate shall be responsible for assisting the bargaining units in appointing members to college-wide committees.

ARTICLE VIII – MEETINGS

8.1. The Senate will meet once each month.

8.1.1. A standard day and time to be determined by a consensus of the current Senate.

8.1.2. The standard day and time will be valid for a one year period.

8.2. Parliamentary authority shall be the latest edition of Robert's Rules of Order.

8.3. Special meetings of the Senate and Senate Executive Board may be called at the discretion of the Senate President. (Refer to Article VI, Section 6.3.4)

ARTICLE IX – QUORUM

9.1. A minimum number of nine (9) Senators must be present at meetings in order to legally transact business.

ARTICLE X – AMENDMENT PROCEDURES

10.1. Amendments to the constitution may be proposed by any Classified employee in writing or via electronic mail to his or her Senator to be placed on the agenda for consideration at the next regular meeting of the Senate.

10.2. Upon receipt of a petition, the Senate shall distribute the proposed amendment to the classified staff via electronic mail, or written letter accompanied by a voting ballot which is to be returned to the President of the Senate.

10.3. Voting results shall be announced at the following Senate meeting.

10.4. Any amendment to this constitution may be passed by a simple majority vote and approval of the College President.

Approval Of Classified Senate Constitution – 1991

Barbara Booth, President, Board of Trustees
Dr. William Feddersen, Superintendent/President
Jeri Ayala, Constitution Writing Committee
Donna Balducci, Constitution Writing Committee
Marge Catullo, Constitution Writing Committee
Jan Freeman, Constitution Writing Committee
Paul Mercier, Constitution Writing Committee
Pete Ruiz, Constitution Writing Committee

Approval of Amendments to Classified Senate Constitution – January 2010

2009-10 Classified Senate Constitution Amendment Committee
Liz Callahan, Senate President
Nancy Gordien, Senator
Dan Heneise, Senator