



Mt. San Antonio College

**Classified Senate
Constitution**

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COLLEGE MISSION, VISION, & CORE VALUES

Mission Statement “Creating Opportunities to Grow and Thrive”

Encourage classified professional growth by helping create opportunities for learning, training, and leadership development. To create a campus environment that is supportive and aware of these needs. We strive to offer classified employees recognition, growth, shared governance opportunities, and scholarships for college. To engage in campus events and offer assistance with charitable efforts that benefit all campus colleagues and students. We support the college’s mission, vision, and core values promoting a successful learning environment for students.

Vision Statement “Growth and Enrichment for Classified”

To help classified employees realize their full potential by working to create access to training and educational opportunities. To ensure full participation in the culture of the college for personal, social, professional and leadership growth, and advancement.

Core Values

- **Integrity** – We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Equity and 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.
- **Effective Stewardship**: We sustain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funding.

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 fundraising.

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. Recommend staff development workshops and events to POD and actively support them with Classified Professional Development Activities.

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.

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 attend committee meetings and events on release time provided by the district.

3.2.2. To speak freely on any topic of concern to any Senator.

3.2.3. May address Senate with concerns upon approval of the Senate President.

3.2.4. To propose amendments to the constitution.

3.2.5. To serve in any elected Senate position.

3.2.6. 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 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 the five (5) Major Offices, Divisions and Departments.

3.4.2. Confidential Group one (1) Senator.

- 3.4.3. President's Office one (1) Senator.
 - 3.4.4. Human Resources one (1) Senator.
 - 3.4.5. Administration five (5) Senator. Of the 5 Senators two (2) shall be from designated from Maintenance and operations.
 - 3.4.6. Student Services three (3) Senators
 - 3.4.7. Instruction/Academic Divisions six (5) Senator. One (1) shall be designated from Noncredit Division.
- 3.5. One alternate for every primary senator shall be selected from each. If a vacancy should occur, the alternate will serve the unexpired Senate term.
- 3.6. If a vacancy cannot be filled by an alternate, the President will appoint a senator from any of the five major Offices, Divisions or Department to fill the position.

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. 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. Nominations of candidates for Senators in the Senate shall be open to any permanent classified staff member.
- 5.2.3. A term consists of three (3) fiscal years.
- 5.2.4. Voting by the electorate shall be by secret ballot.
- 5.2.5. 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.

5.3. 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, First Vice President, Second Vice President, Past- President, Secretary, Treasurer, and three Chairs 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 communication between the Senate, and any other person or organization.

6.3.8. Attend all monthly Board of Trustee meetings and give the Board a report on activities of the Classified Senate and events affecting Classified.

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

6.4. First Vice President: The First Vice President 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.

6.4.5. Act as liaison to the Board of Trustees, President's Cabinet and any other relevant representative bodies in the absence of the President.

6.4.6. As directed by the President, attend all monthly Board of

Trustee meetings and give the Board a report on activities of the Classified Senate and events affecting Classified.

6.5 Second Vice President: The Second Vice President shall:

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

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

6.5.3. Become the First Vice President of the Senate upon expiration of the current First Vice President's term of office.

6.5.4. Oversee Committee Chairs and events.

6.5.5. Work with the Past-President training as a liaison to the California Community College Classified Senate (4CS).

6.6 Past-President: The Past President shall:

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

6.6.2. Be a resource person to the President and Executive Board.

6.6.3. Act as a liaison to the California Community College Classified Senate (4CS).

6.6.4. Perform such duties as may be requested by the President or Executive Board.

6.7 Secretary: The Secretary shall:

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

6.7.2. Keep the minutes of the meetings of the Senate.

6.7.3. Prepare and maintain a list of the names of the members.

6.7.4. Keep a record of all Senate meetings.

6.7.5. Be responsible for the correspondence files.

6.7.6. 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. Chairs: The three (3) Chairs shall:

6.8.1. Be voting members.

6.8.2. 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.

ARTICLE VII – COMMITTEE APPOINTMENT

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

7.2 The Senate shall be responsible for appointing Senators to the following committees.

7.1.1 Campus Equity and Diversity Committee (CDEC)

7.1.2 Classified Professional Development Committee (CPDC)

7.1.3 Professional Development Council (PDC)

7.1.4 Presidents Advisory Council (PAC)

7.1.5 Voices

7.1.6 Students of Distinction

7.1.7 Accreditation Committee

7.1.8 Basic Needs Committee

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 Senate meeting.

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

Approval of Amendments to Classified Senate Constitution – January 2020

2019/2020 Classified Senate Constitution Amendment Committee
John Lewallen, Senate President
Gabriela Sesma, Secretary
Donna Lee, Treasurer
Ruben Flores, Senator
Yvette Garcia, Senator
Zak Gallegos, Senator