



LAS POSITAS
COLLEGE

Las Positas College Classified Senate



Constitution and Bylaws

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Classified Senate Constitution and Bylaws

Article 1 - Name and Mission

1.1 Name

This organization shall be known as the Las Positas College Classified Senate.

1.2 Mission

The Las Positas College Classified Senate is a body of dedicated professionals working in support of the College's Mission, Vision, and Values to promote success for its students, and for the wider campus community. We are committed to effectively representing all Classified professionals in participatory governance, promoting professional development, advocating for Classified viewpoints, and contributing to the pursuit of excellence for our campus.

Article 2 - Purpose

2.1 Purpose

The Classified Senate was formed based on direction from California Assembly Bill 1725 and incorporated into the California Education Code, Title III (Post-Secondary), Division 7 (Community College), Part 43 (California Community College), Section 70902.7 which ensures community college staff the opportunity to express their opinions at the campus level and that these opinions are given every reasonable consideration; and the right to participate effectively in district and college governance.

The purpose of the Classified Senate is to serve as a forum and act as a resource for the expression of views and sharing of information on non-bargaining issues that affect all classified professionals at Las Positas College. The Classified Senate supports all classified professionals by serving as a liaison on various College committees, to the College President, the Chabot-Las Positas Community College District Chancellor, and Board of Trustees. It promotes and encourages programs that provide support for the growth and development of classified professionals, as well as activities that are consistent with the college's mission, values and philosophy.

The Classified Senate is organized to:

- 1) participate in and enhance the shared governance structure at Las Positas College; represent the various needs, concerns and viewpoints of the classified professionals not related to union negotiated matters (i.e.: hours, wages, job duties, grievances, benefits and etc.);
- 2) collaborate with the Classified Union representative to select representatives from its membership to serve on governance and college committees;

- 3) provide a centralized means of communication between the classified professionals and the college community;
- 4) articulate the professionalism of the classified staff so that it is properly recognized and valued;
- 5) provide an opportunity to develop individual leadership among the classified professionals;
- 6) promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff.

Article 3 - Membership

3.1 Membership

The Classified Senate shall include three categories of membership:

- 3.1.1** Regular - all regular classified employees, including confidential and supervisory personnel, assigned to Las Positas College.
- 3.1.2** Ex-officio – classified employees who have been hired at Las Positas College with an on-call or temporary designation and retirees from Las Positas College who have retired within the past 10 years.
- 3.1.3** District Informational Technology and Maintenance and Operations professionals based at Las Positas College are welcomed and encouraged to participate.

3.2 Voting Rights

Voting rights are as follows:

- 3.2.1** Regular Member – shall have one full vote.
- 3.2.2** Ex-officio – shall not be eligible to vote.
- 3.2.3** District Informational Technology and Maintenance and Operations professionals based at Las Positas College shall have one full vote.

Article 4 - Governing Council

4.1 Composition of the Governing Council

The Governing Council of the Classified Senate may consist of up to six Officers and four Ambassadors. The Past-President, and the highest-ranking union officer at Las Positas College shall serve as non-voting advisory members. Positions on the governing council can be shared between two classified staff members. Only two staff members may share one position on the governing council. The position has only one vote if shared.

- 1) President (elected)
- 2) Vice President of Communications (elected)
- 3) Vice President of Fundraising (elected)
- 4) Vice President of Activities (elected)
- 5) Secretary (elected)
- 6) Treasurer (elected)
- 7) 2 to 4 Senate Ambassadors (elected)
- 8) Classified Senate Past-President (advisory)
- 9) Las Positas Union Officer (advisory)

4.2 Terms of Office

The newly elected Officers will begin their term on July 1st and end on June 30th.

4.2.1 The term of office for elected Officers is one year. The incumbent may serve for more than one term.

4.2.2 The term of office for the Ambassadors is one year.

4.3 Eligibility for Serving on the Governing Council

All regular members of the Classified Senate (see Article 3, Section 3.1/ Membership) shall be eligible to serve as an Officer or Ambassador on the Governing Council. The President and Vice Presidents may not serve concurrent terms of office on the Executive Board of the District's classified collective bargaining unit.

4.4 Responsibilities/Duties of the Governing Council

4.4.1 The Governing Council shall serve as a liaison to the President of the College, to College and District committees, and to the Board of Trustees to advocate for Classified professionals.

4.4.2 The Governing Council shall solicit members to fill vacancies on college and district governance committees.

4.4.3 The Governing Council shall approve expenditures of the Classified Senate and forward for full senate membership approval in a timely fashion.

- 4.4.4 The Governing Council shall approve expenditures of the Classified Senate in emergency situations and advise the Senate of this expenditure at the next general meeting.
- 4.4.5 The Governing Council shall assist in implementing Senate decisions and policies.
- 4.4.6 The Governing Council shall approve the meeting agenda for all Classified Senate meetings.

Article 5 - Officers and Ambassadors

5.1 Duties

5.1.1 Classified Senate President

The President shall set Classified Governing Council and general Senate meeting agendas as well as preside at all Classified Senate Meetings. The President shall also act as the liaison officer to the students, classified professionals, college administrators, district administrators, and the Board of Trustees.

The President or her/his proxy shall attend all regularly scheduled Board of Trustee meetings, College Council meetings, Chancellor's council meetings and shall represent the Senate where deemed appropriate by the Senate or the College President and report back to the Senate any relevant information.

The President will collaborate with the Union Representative to appoint or fill vacancies on college standing committees, college and district task forces and hiring committees.

The President shall review all budget matters of the Classified Senate and sign all appropriate paperwork related to operating expenditures for the Classified Senate.

The President will establish goals, at the beginning of each academic year, in collaboration with the Classified Governing Council.

5.1.2 Classified Senate Vice President of Communications

The VP of Communications shall serve as an officer on the Governing Council and advisor to the president. This position will be responsible for preparing and sending all correspondence on behalf of the Senate including but not limited to: memos, letters, e-mail, newsletters, etc. The VP shall be responsible for reviewing, approving and sending all Senate documents or changes to the College Webmaster and/or Content Coordinator for updating of the Classified Senate web pages. The VP of Communications shall be the first in line to assume the duties of the President in the President's absence.

5.1.3 Classified Senate Vice President of Fundraising

The VP of Fundraising shall serve as an officer on the Governing Council and advisor to the president. This position will coordinate and oversee all approved Senate fundraising activities. The VP of Fundraising shall work with the Ambassadors to solicit volunteers to assist in planning, coordination, and implementation of activities. The VP of Fundraising shall be the second in line to assume the duties of the President in the President's absence.

The VP of Fundraising shall act in accordance with state and local regulations surrounding fundraising.

5.1.4 Classified Senate Vice President of Activities

The VP of Activities shall serve as an officer on the Governing Council and advisor to the president. This position will oversee and coordinate flex day(s), socials and any other on-going Classified Senate activities, subject to Classified Governing Council approval. The VP of Activities shall work with the Ambassadors to solicit volunteers to assist in the planning, coordination, and implementation of approved senate activities. The VP of Activities shall be the third in line to assume the duties of the President in the President's absence.

5.1.5 Classified Senate Secretary

The Classified Senate Secretary shall serve as an officer on the Governing Council and advisor to the President.

The Classified Senate Secretary shall be responsible for the following:

- 1) Maintaining a list of Classified employees;
- 2) Taking attendance at meetings;
- 3) Preparing and distributing the agenda prior to the Classified Senate meeting;
- 4) Recording, preparing, and posting Senate meeting notes;
- 5) Preparing and posting fliers, notices, and emails;
- 6) Record and archive votes by the Senate membership.

5.1.6 Classified Senate Treasurer

The Treasurer shall serve as an officer on the Governing Council and an advisor to the President. The Treasurer shall oversee the Classified Senate Budget, including responsibility for all recordkeeping and preparation of deposits and disbursements of funds. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each Classified Senate meeting.

5.1.7 Ambassadors

Ambassadors shall be responsible for attending Governing Council meetings and general Classified Senate meetings.

Ambassadors will introduce new employee(s) to the Senate-at-large.

Ambassadors shall maintain open communication with classified professionals regarding Classified Senate matters, and distribute information and report to the Governing Council on matters of concern or interest from members of the classified staff.

Ambassadors will be responsible for knowing the responsibilities of the Classified Senate, serving on a committee as representative of the Classified Senate, and in general recruit committee members and encourage participation in the shared governance process by classified staff.

Ambassadors shall perform other duties as may be requested by the Governing Council or Classified Senate President.

Ambassadors are responsible for welcoming new Classified employees to their representative group and making arrangements to provide new employee(s) a copy of the Classified Handbook.

Article 6 - Meetings

6.1 Governing Council

6.1.1 The Governing Council shall meet on a monthly basis, the method to be determined by the Governing Council.

6.1.2 A consensus for Governing Council votes, no matter if taken in person or online, shall be 50% +1 of the voting members who respond to the call to vote.

6.2 Classified Senate

6.2.1 The Classified Senate shall hold a general meeting for all members monthly during the regular Academic Year. When scheduling conflicts arise, the Governing Council may determine an alternate meeting time. Votes shall be scheduled to ensure that all classified professionals have the opportunity to vote.

6.2.2 A consensus for Classified Senate votes, no matter if taken in person or online, shall be 50% +1 of the voting members who respond to the call to vote.

6.2.3 Votes can be taken electronically or in person. A deadline will be established for each vote, and votes must be cast before the deadline to be counted. Classified professionals assigned to the Las Positas College campus each have one vote on topics and issues that are brought before the classified senate for a vote. The results of votes will be reported at meetings and online and will be recorded and archived by the classified senate secretary.

Article 7 – Committees

California Ed Code, Title III (Post-Secondary), Division 7 (Community College), Part 43 (California Community College), Section 70901.2 states "... when a classified representative is to serve on a college or district task force, committee or other governance group, the exclusive representative of the classified professionals of that college or district appoint the representative for the respective bargaining unit members. The exclusive representative of the classified professionals and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified professionals on shared governance issues that are outside the scope of bargaining."

The current Classified Union Leadership recognizes the Senate's role as representing all campus classified professionals in shared governance issues, not only bargaining unit members, as well as the Senate's past responsibility for committee selection. Clarification of the responsible party for classified selection on college and district committees, task forces and etc. shall be mutually determined at the beginning of each academic year by the Senate and Classified Union leaderships.

7.1 Selection Process for Serving on Committees

The designated official will notify classified professionals of specific college and district committee openings by email. After soliciting volunteers and nominations, the designated official will collaborate with the Governing Council and the Campus Union Leadership, to select members to those committees in question. The selection is final.

Classified professionals serving on committees can remain on a committee until the time they notify the designated official of their resignation from the committee.

Classified Senate would like to encourage active participation from all classified professionals, so the final decision on committee representation remains with the designated official and the Governing Council.

Article 8 - Nominations and Elections

8.1 Election Committee

- 8.1.1** A committee of three volunteers, who are non-elected members and will not be running for a Governing Board Council position, will serve on the Election Committee. This Committee shall be responsible for soliciting nominations for Governing Board Council vacancies and for the yearly election of President, Vice Presidents, Treasurer, and Ambassadors.
- 8.1.2** The Election Committee will select a chairperson to facilitate the election process.
- 8.1.3** The Election Committee will prepare and distribute nomination forms in March stating a deadline for filing.
- 8.1.4** The Election Committee shall present its slate of candidates at the April Classified Senate meeting.
- 8.1.5** The Election Committee shall prepare the election ballot and establish the location(s), dates, times and method for voting to take place. The committee will also be responsible for conducting a run-off election if needed.
- 8.1.6** At an appointed time, the Election Committee will count the votes. Candidates may be present during the counting.

8.2 Nomination and Election of Governing Council Positions

- 8.2.1** Candidates for the Classified Senate offices that are elected shall be nominated by any member of the Senate. The candidate with the most valid votes cast by members of the Classified Senate shall be elected. (Article 3, Section 2 / Voting Rights).

In the event of a tie, a run-off election shall be held between the tied candidates.

- 8.2.2** Nominations for Governing Council candidates must be formally requested and accepted by the nominee and submitted to the Elections Committee.
- 8.2.3** If a nominee elects not to run, they are responsible for notifying the Election Committee chairperson to rescind the nomination.

8.3 Special Elections and Appointments

- 8.3.1** A vacancy may occur following elections, through resignations, leave of absence, or by declaration.
- 8.3.2** The Governing Council shall nominate, by consensus, a classified member to act as interim. The position shall be confirmed, by consensus, at the next general Classified Senate meeting.

- 8.3.3** An officer may request a leave of absence from his/her office, if such absence is occasioned by an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed.
- 8.3.4** Upon an elected official's unexcused absence (absence without prior notice to the President) from three Classified Senate or Governing Council meetings in any one semester, the position may be declared vacant.
- 8.3.5** In the event any elected position remains unfilled, appointments can be completed by the governing council.

Article 9 - Administrative Rules and Procedures

9.1 Parliamentary Procedure

Robert's Rules of Order will be used to conduct meetings.

9.2 Conferences

- 9.2.1** The Classified Senate President shall place the discussion of conference participation on the agenda. A review of the budget and finances shall determine the number of attendees. A lottery overseen by the President will be used to determine who attends.
- 9.2.2** Elected governing council members shall be approached first to attend any conferences off campus that pertain to Classified Senate.

9.3 Fundraising

- 9.3.1** The Classified Officers need to receive orientation and training from Business Services to be aware of the government's non-profit organizations fundraising process.
- 9.3.2** Fundraising projects must receive conceptual approval from the Governing Council.

9.4 Sunshine Fund/Social Account

- 9.4.1** The Governing Council will approve a designated amount of monies each academic year to be established within said fund/account. The Budget for the Sunshine Fund/Social Account shall be approved at the first Senate meeting of the academic year.
- 9.4.2** A request for a volunteer Sunshine Fund coordinator shall be made at the beginning of the academic year to facilitate the special recognition of significant events in the lives of classified staff such as: serious illness, birth, bereavement,

graduation, and welcome. This may also be extended to faculty, students and administration.

- 9.4.3 The volunteer coordinator will be responsible for coordinating and communicating when special purchases are needed as well as having the authorization to oversee the special purchase.

9.5 Referenda, Resolutions, Political Statements and/or Reponses

- 9.5.1 The Governing Council will discuss prior to the Classified Senate meetings.
- 9.5.2 The President will place items on the agenda for general Classified Senate discussion and final approval.
- 9.5.3 When necessary, a task force will be selected to prepare necessary documents and present at a general Classified Senate meeting.

9.6 Orientation of Governing Council

- 9.6.1 After each general election, the outgoing positions will be responsible for scheduling time with elected parties to turn over necessary documentation as well as provide an overview of the position.
- 9.6.2 Positions that would require utilizing college forms and processes will be responsible for scheduling appropriate training with appropriate college and/or district offices.

Article 10 - Amendments and Ratification

10.1 Amendments

Any Regular Member of the Classified Senate may submit in writing to the Governing Council a request to amend the Constitution and Bylaws. This request must be received by the Senate President. The request will be reviewed and placed on the agenda for discussion at the next Senate meeting.

10.2 Ratification

Any changes to the Constitution and Bylaws must be voted on by the full senate membership after a 2-week review period. A consensus for Classified Senate votes on Amendments and Ratifications, no matter if taken in person or online, shall be 50% +1 of the voting members who respond to the call to vote.

10.3 Review

The Constitution and Bylaws will be reviewed every 5 years and revised as necessary.

Article 11 - Appendices

11.0 Appendix

As voted upon and at any time, appendix can be added to this document to reflect more about the Classified Senate and its purpose, goals and achievements. While these documents are not included in the Constitution and By-Laws, they are considered important to the work of the Classified Senate.

11.1 Code of Ethics

This Ethics Statement will be published as an attachment to the Classified Senate Constitution and Bylaws and shall be reviewed and amended in accordance with Article 10 of the Constitution and Bylaws.

FIRST DRAFT - Vote Requested by Governing Council, 5/31/12

This Code of Ethics is to encourage productive behaviors, and standards of personal and professional conduct for members of the LPC Classified Senate.

The Senate strives to promote the highest level of public confidence in support of the mission, vision, goals and values of the College. The Senate believes in the importance of its membership having integrity; using objectivity and impartiality; showing mutual respect and collegiality; respecting diversity, policies and procedures and institutional resources.

The Classified Senate works collaboratively with the classified union to support but not interfere with union business, the collective bargaining process, or exclusive bargaining rights.

While this Code of Ethics cannot enumerate every responsibility or foresee every contingency, the following are viewed as priorities by the Senate:

- A. Strive for integrity and high standards of personal conduct and professionalism in all aspects of service; be honest, open, and trustworthy; be responsible for own behavior, words and actions; maintain confidentiality; be fair and equitable in treatment of others (coercion, manipulation, intimidation or disrespect will not be condoned); refrain from use of authority or perceived power.
- B. Maintain objectivity and impartiality in representing the interests of the Senate; base decisions on available facts; disclose conflicts of interest, personal relationships, or other affiliations that may influence Senate decisions; if necessary abstain from vote; use one's best judgment in considering what's good for the whole.
- C. Foster an equitable and productive governance system; welcome collaboration and participation of all members of college and district community; encourage communication and uphold freedom of expression; present individual perspectives in a way that is respectful of others and their views; propose constructive change through appropriate channels with the understanding that it is a democratic process.

- D. Be inclusive and supportive of a diverse environment; respect opinions, values and traditions of others and other cultures; show equity toward all ages, races, genders, ethnicities, religions, sexual orientations, disabilities, social or economic classes, and political associations.
- E. Abide by established policies and procedures; honor the Senate’s Constitution and By-laws, the Education Code, and Board Policy; accept and uphold the majority decision of the Senate membership.
- F. Exercise responsible use of institutional resources; be prudent in the way public funds are expensed; properly utilize and preserve college property.

11.2 Las Positas College, Classified Senate - Outstanding Classified Professional Award
 [Approved addition to “LPC Classified Senate Constitution and Bylaws”, March 2010]

11.2.1 History

The Van Etten Award was established as a peer award by Chabot College President, L Arthur Van Etten to acknowledge and celebrate “outstanding” service of a Classified employee within the District. Funding for the award dissipated and classified organizations at the three sites were welcomed to create their own classified award.

11.2.2 Background

The Classified Senate believes that there are individuals who exemplify what being an outstanding “Classified Professional” represents. These individuals excel in areas such as customer service, leadership, teamwork, and community involvement. In order to recognize these individuals, the “Outstanding Classified Professional” award program was integrated into the Classified Senate in March 2010. The Senate wishes to recognize one classified professional per year through this award and it is the hope of the Senate that these individuals will inspire their peers and co-workers for years to come.

The Senate shall ask for volunteers to serve on this committee which shall be appointed each January by the Governing Council. The previous year’s winner shall also be invited to serve. The committee procedures shall be reviewed along with the Constitution and Bylaws and approved by the Senate.

The neutrality of the committee members shall be of utmost importance. The Outstanding Classified Professional Award committee members and their relatives shall not be eligible for this award. The award shall be given at the last Town Meeting of each academic year. The Award consists of a cash amount raised by the Classified Senate and administered by the Las Positas College Foundation in the amount of \$200., a **framed certificate** presented to the Awardee, and the Awardee’s name added to the college plaque in the Administration Building Lobby.

11.2.3 Procedures

Nomination Criteria for Classified Professional of the Year Award

1. Nominee must be an LPC regular classified employee (fulltime, part-time (50% +), regular hourly (up to 18 hours a week), supervisory, confidential) OR a district employee based on the LPC campus who has stated their wish to belong to the LPC Classified Senate.
2. Nominee to have a minimum of two years of service in the district and be currently based at LPC.
3. Classified can only receive the award once.
4. If a classified member is retiring, retirement plans do not need to be a consideration in this award, as retirees are honored by their respective departments.
4. Nominator may be a LPC Faculty, Regular Classified Professional, or Administrator.

Nomination Purpose

As you think of nominee(s) consider these attributes, then write why you are nominating this person in the space provided. [Not every item below needs to be addressed.]

- How does the person add to the excellent student and community service in customer service, leadership, teamwork, and/or community involvement?
- How does the person serve as a role model for others? What examples can you give for how the nominee reflects a positive image through all interactions and promotes a positive environment at LPC.
- How does the person rise above average and demonstrate that astounding extra effort?
- Do you know if the person serves now or has served in the past, on any Classified Senate and/or College committees? Does the person actively continue to improve the college for its' students?
- What attributes does this person demonstrate that would make a student want to attend LPC, or another staff/faculty member wish to call on this person for assistance or information?
- Is there anything else you would like to add to help the committee make its decision?

11.3 Governance Statement

As stated in the LPC Shared Governance Handbook

Classified Senate

The Classified Senate represents classified professionals on all non-collective-bargaining matters. Classified staff members that serve in instructional areas will be included in discussions and will have input regarding academic programs, delivery of services, and other academic issues that affect their professional duties. The Classified Senate is recognized based upon California Assembly Bill 1725 and incorporated into the California Education Code, Title III. In addition, classified professionals, jointly with other constituency groups, will also be given the opportunity to participate actively in the formulation and development of policies and procedures in the following areas:

- Classified roles and involvement in accreditation processes including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Professional development activities
- Institutional and resource planning processes to include Technology and Facilities improvements
- Budget development processes
- Department Program Review, planning and staffing processes
- Regulations and procedures relating to health and safety

Classified representatives are elected by majority vote from among all voting classified members. The Governing Council of the Classified Senate includes the President, 3 Vice Presidents, Treasurer, Secretary, and Ambassadors. The Past-President and the highest-ranking union officer at Las Positas College shall serve as non-voting advisory members. The term of office of Governing Council members is one year (July 1 – June 30) and may serve more than 1 term. Invited and encouraged to participate in this Senate are District I.T. and M&O staff based at LPC. The Classified Senate Constitution and Bylaws are available on the LPC website

11.4 Agreement between LPC President, SEIU representative and Classified Senate regarding support for governance activities.

Adopted: October 1991

Revised: April 1997

July 1999

March 2003

February 2004

April 2004

April 2008

September 2013

May 2017

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