



Classified Council

Thursday, December 12, 2013

12:00 -1:00 p.m., Building 6, room 6203

- Linda Allen
- Pat Tyler
- Nancy Lam
- Barbara Daley

- Kenny Ruiz
- Barbara Lamson

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1. **Call to Order.....Linda Allen**
 2. **Approval of November minutes in January (tabled)**
 3. **Response for Resolution support.....Linda Allen**
 4. **Constitution and Bylaws..Update.....Linda Allen**
 5. **Review Logo.....Group**
 6. **Classified Social Event.....Linda Allen**
 7. **January Meeting.....Linda Allen**
 8. **Good of the order**

Response to request for support of Professional Development Resolution

From: Maureen Chenoweth [chenowethmaureen@fhda.edu]
Sent: Friday, November 08, 2013 10:26 AM
To: Weatherly, Debbie; Allen, Linda
Subject: RE: professional development resolution

Hi Linda,

I am so glad that your senate had an opportunity to review the resolution. And as Debbie said, we are very happy to hear that professional development opportunities are adequate at your college for classified staff. The burden of reporting by creating mandatory participation is indeed a concern shared by all, and that is why the funding piece is so critical. Fortunately the funding is still a piece of the recommendations. We are not sure what will happen yet with the final result, but we should find out soon and will let you know what happens. Stay tuned!

Thanks again for your response,

Maureen Chenoweth

4CS President <http://ccccs.org>

From: Weatherly, Debbie [dweatherly@santarosa.edu]
Sent: Friday, November 08, 2013 7:32 AM
To: Allen, Linda
Cc: Maureen Chenoweth
Subject: RE: professional development resolution

Linda,

You are very fortunate to have all that you have, there are other colleges that have no professional development. We are fighting for them- many have no release time. This is not the first time we have sent this out, and I am sorry you couldn't give it attention earlier.

Thank you for your response I will forward it to our statewide classified senate president for 4CS, the group that continues to fight for all classified senates rights.

Cordially,

Debbie Weatherly
4CS Bay Area Representative

From: Allen, Linda [<mailto:allen@smccd.edu>]
Sent: Thursday, November 07, 2013 2:00 PM
To: Weatherly, Debbie
Subject: RE: professional development resolution

Good Afternoon Debbie:

The Skyline College Classified Senate met today and discussed the Resolution urging the Chancellor's Office / Board of Governors to support the Student Success Taskforce Professional Development Recommendations. Those present at today's meeting expressed the following concerns:

1. There was not enough time for the committee to review, revise and act on the Resolution;
2. The classified staff at Skyline College are very fortunate in that professional development (PD) for classified staff is not inadequate, nor is it generally unequal; and
3. Classified staff present did not want to move to a minimum or mandatory number of PD days, and there was a concern for the burden created by recording PD attendance and/or non-attendance.

Therefore, this was not a "fit" for Skyline's Classified Senate to take action.

Sincerely,

Linda Allen
Classified Senate President

From: Weatherly, Debbie [<mailto:dweatherly@santarosa.edu>]
Sent: Wednesday, October 30, 2013 10:34 AM
To: Valerie Exum (vexum@napavalley.edu<<mailto:vexum@napavalley.edu>>); Allen, Linda
Subject: professional development resolution

Good Morning,

California Community College Classified Senate would like to encourage all senates to send in a resolution to keep the mandated days for professional development for all classified.

Please see attached resolution that Santa Rosa Junior College sent in, as a template for you to use.

We need as many colleges to participate as possible. This is going before the Board of Governors for their November meeting, so it must be to the Chancellors office no later than Friday November 8th.

Please consider doing this small gesture to support our Classified. If you are not the correct contact person please forward to them.

Thank you,

Debbie Weatherly
Classified Senate President
4CS Bay Area 2 Representative



Adopted: date

Article 1: Organization

Skyline College Classified Senate Constitution, November 19, 2013

Article 2: Name

This organization shall be known as the Skyline College Classified Senate.

Article 3: Mission

Skyline College Classified Senate shares in the participatory governance structure, through representation on college committees while providing a centralized means of communication between classified employees and the college community. The classified Senate is committed to support the mission, vision, values and goals of Skyline College.

Within the context of this commitment and the pursuit of excellence, the mission of the Classified Senate is:

1. To advocate for higher education in the State of California in support of student success.
2. To facilitate effective participation of classified employees on non-bargaining issues in the participatory governance process at the institutional level.
3. To represent the interests of classified employees in the development and formulation of College policies and procedures.
4. To promote the continued professional and personal development of classified employees.
5. To develop individual leadership skills among classified employees.
6. To promote effective communication and mutual understanding among classified employees, students, faculty, and administrators.
7. To collect, evaluate, and disseminate information to the classified employees.
8. To promote recognition of, and appreciation for, the value and contribution of classified employees to the learning environment and the campus community.

Article 3: Vision

The Skyline College Classified Senate encourages professionalism, promotes an inclusive open-minded learning environment and serves as a role model to our students and community.

Article 4: Membership

The Classified Senate membership shall include all classified personnel employed at Skyline College.

Article 5: Executive Board

The Executive Board of the classified Senate shall consist of six elected officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Parliamentarian
6. Historian

Article 6: Terms of Office

The term of office for all Executive Offices shall be for one academic year. Officers may serve more than one consecutive term, if elected. All members of the classified staff who are permanent employees are eligible to run for an office on the Executive Board.

Article 7: Voting Responsibilities

All officers are expected to be prepared to vote on any issue which has been presented at a prior meeting.

1. If an Executive Board member must be absent from a meeting he/she may give a written proxy to either the President or Vice President.
2. In the event of an issue which is urgent and requires immediate resolution, the vote shall be taken in the following manner: The secretary will prepare the motion and distribute it to the Executive Board within three (3) days of the incident/issue. In the event the Secretary is unavailable, the Vice President will assume this duty.
3. Responses to emergency votes must be written and hand delivered or emailed to the Secretary.
4. For motions put before the Classified Senate at monthly meetings, the motion will carry with a majority of the voting members in attendance.

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Article 8: Voting Rights

Each member of the Classified Senate shall have one (1) full vote.

Article 9: Elections

1. The Executive Board shall be responsible for soliciting nominations for vacancies and for the election of the President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
2. The President shall be responsible for collecting votes during elections. Should the President be unable to collect the votes, the Vice President will assume the responsibilities.
3. Elections shall be held the Second Tuesday in the month of May via ballot box, email or online voting. This may be altered if voted on and approved by the constituency.
4. Votes will be received by 5:00 p.m. on the date, time and method established by the Classified Senate.

Article 10: Special Elections and Appointments

1. A vacancy may occur through resignation, leave of absence, reclassification or reassignment to a non-classified position.
2. Should an office other than the President be vacated with less than half the term remaining, the Classified Senate President shall appoint a new officer for the remainder of the term.
3. An officer may request a leave of absence from his/her position, if such absence is required due to leave of absence from the District. If the leave is for one semester or more, a replacement must be appointed.
4. For any seat that is unopposed the nominee shall automatically be elected to that position.

Article 11: Duties of the Executive Committee

Section A Classified Senate President

1. The President shall preside over all meetings of the Classified Senate.
2. The President shall act as the liaison officer to the students, classified staff, faculty, college administrators, district administrators and the Board of Trustees.

3. The President or his/her proxy shall attend all regularly scheduled Board of Trustee meetings and College Governance Council meetings, and shall represent the Senate where deemed appropriate by the Classified Senate.
4. The President in collaboration with the Classified Senate shall prepare agendas.

Section B Classified Senate Vice President

1. The Vice President shall serve as an advisor to the Classified Senate President and attend monthly College Governance Council Meetings.
2. The Vice President shall assume the duties of the President in the President's absence.
3. In the event the office of the President is vacated, the Vice President shall assume the office and fulfill its duties for the remainder of the term of office.

Section C Classified Senate Secretary

The Secretary shall be responsible for taking minutes at the monthly Classified Senate meetings and preparing them for distribution.

Section D Classified Senate Treasurer

1. The Treasurer shall report on the finances of the organization at each regular monthly meeting of the classified senate.
2. The Treasurer shall also oversee the Senate budget and shall be responsible for the collection, safe-keeping, and expenditure of all funds of the organization, and for keeping an accurate financial record.

Section E Parliamentarian

The Parliamentarian shall be responsible for assuring the formal rules and procedures of deliberative assemblies and voting are followed. In the absence of provision to the contrary, Roberts Rules of Order Revised will prevail.

Section F Historian

The Historian shall be responsible for ensuring the history of the organization is recorded and keeping current and back files on all Classified Senate events and correspondence.

Article 12: Meeting Time

The Classified Senate shall meet on the first Thursday of each month from 12:00 p.m. to 1:00 p.m. Notification of the meeting location and agenda will be sent via email.

Draft

