

**San Diego Mesa College
Classified Senate
Meeting Notes**

Thursday, September 13, 2018
10:00 a.m. – 11:30 a.m., I4-402

| ATTENDEES/ PROXIES | <i>Executive Officers</i> | <i>Ad Hoc Positions</i> |
|-------------------------------|---------------------------------------|--------------------------------|
| | Trina Larson, President | Naayieli Bravo (absent) |
| | Yolanda Catano, Vice President | Jacqueline Collins (absent) |
| | Alan Goodman, Senate Manager | Sahar (Mona) King |
| | Charlie Lieu, Treasurer | Anda McComb |
| | Angie Avila, Member at Large (absent) | Olivia Picolla |
| | | Danielle Short (absent) |
| | <i>Senators</i> | Brandon Terrell (absent) |
| | Johanna Aleman (absent) | |
| | Jennifer Phelps | <i>Attendees</i> |
| | Marco Chavez (absent) | |
| | Leanne Kunkee | |
| | Eva Parrill | |
| | Diana Solares | |
| | | |
| | <i>Emeritus</i> | |
| | Kathy Fennessey (absent) | |

Agenda Item 1: Call to Order:

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| DISCUSSION | <ul style="list-style-type: none"> The meeting was called to order by Larson at 10:08am |
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Agenda Item 2: Review and Approval of Minutes:

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| DISCUSSION | <ul style="list-style-type: none"> August 9, 2018 minutes – approved |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> upload minutes | <ul style="list-style-type: none"> Alan | <ul style="list-style-type: none"> Before next meeting |

Agenda Item 3: Welcome/Introductions:

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| DISCUSSION | <ul style="list-style-type: none">Senate members and attendees introduced themselves |
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Agenda Item 4: Executive Board & Senator Reports:

| DISCUSSION | <p>a) President- Trina Larson</p> <ul style="list-style-type: none">SB 1406: Extending the Baccalaureate Pilot<ul style="list-style-type: none">extends sundown on HIM baccalaureate program until 2226IPGG: Institutional Planning & Governance Guide<ul style="list-style-type: none">being revised right now from “staff” to “professionalsASG being updated to ASPromise goal is \$600 away from goal of \$25k, to be matched by Mesa FoundationSenate to sponsor two tickets to “Taste of Mesa” raffle/contest<ul style="list-style-type: none">Approved by CONSENSUSPay dues to get entry?Come to meeting for entry?Need to create entry method – “challenge” with multiple entry methods (get a point for attending meeting, a point for dues, etc.) <p>b) Vice President- Yolanda Catano</p> <ul style="list-style-type: none">Met with Latin Alliance this week, upcoming DACA conferenceDistrict got \$336k for Catalyst fund for center & support of Dream CenterMeeting with Kim Perigo & Andy MacNeil for Classified Senate to collaborate with Academic senate and Admin on Guided Pathways <p>c) Senate Manager - Alan Goodman</p> <ul style="list-style-type: none">Jazz combo & choir from Music Dept. will participate in the San Diego Promise fundraising event featuring Annette Benning <p>d) Treasurer- Charlie Lieu</p> <table><tr><th colspan="2">Account Summary</th></tr><tr><td>Checking Account as of 8/8/18</td><td>\$2,788.66</td></tr><tr><td>Classified Senate Dues (August 2018)</td><td>\$107.00</td></tr></table> <table><tr><td>Checking Account</td><td>\$2,895.66</td></tr><tr><td>Primary Savings</td><td>\$416.04</td></tr><tr><td>Savings</td><td>\$56.54</td></tr></table> | Account Summary | | Checking Account as of 8/8/18 | \$2,788.66 | Classified Senate Dues (August 2018) | \$107.00 | Checking Account | \$2,895.66 | Primary Savings | \$416.04 | Savings | \$56.54 |
|--------------------------------------|---|-----------------|--|-------------------------------|------------|--------------------------------------|----------|------------------|------------|-----------------|----------|---------|---------|
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| Savings | \$56.54 | | | | | | | | | | | | |

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| | <p style="text-align: right;">Total \$3,368.24</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="color: green;">Classified Senate School/Foundation</td><td style="text-align: right;">\$890</td></tr> </table> <p>e) Member at Large- Angie Avila</p> <ul style="list-style-type: none"> • No Report <p>f) Senator Reports</p> <ul style="list-style-type: none"> • JENNIFER: Counselor meeting yesterday with President Pam & Eileen Crakes, it was their first time attending; listened to concerns • EVA: Loft Book Club (see email for details); first 20 to sign up get a free book • MONA: planning calendar SEE ATTACHMENT #1; strong workforce committee working on dates for meetings, converting from taskforce to committee • ANDA: for accreditation - draft survey to evaluate committees, survey sent from IE office, April or May 2019, data sent to committee leaders/members for review, committee to put in minutes and post for review <ul style="list-style-type: none"> ○ ALL TO DO: TAKE SURVEY (SEE EMAIL) / Yolanda to clarify all details • DIANA: College Connexiones looking for students who transferred from CE for BSI (Basic Skills Initiative) • OLIVIA: promoted to Student Services Technician <p>g) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> • Charlie, Eva, Yoly, Diana going to CFT conference – registration closes Sept 21 if anyone else wants to go – attendees will do a presentation with key points after conference | Classified Senate School/Foundation | \$890 |
| Classified Senate School/Foundation | \$890 | | |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------------------|--------------------|----------|
| • See email, take survey | • all | • asap |

Agenda Item 5: Governance Corner:

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| DISCUSSION | <p>a) Classified Senate Executive Council Retreat, Aug 30</p> <ul style="list-style-type: none"> • 18-19 Goals, Objectives, Outcomes <ul style="list-style-type: none"> ○ SEE ATTACHMENT #2 – goals approved • Annual Calendar/Budget <ul style="list-style-type: none"> ○ Want to build in more fun activities to the year – examples: <ul style="list-style-type: none"> ❖ Coffee every 2 months – move it around campus, be |
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| | <p>aware of AFT events to coordinate, Eva & Diana to be coffee / daytime fun manager</p> <ul style="list-style-type: none"> ❖ LOFT finals activities – all CS members come and bring a friend ❖ Off campus - Brewery tours, December nights, Haunted Trails, Pumpkin carving, happy hour, trivia night; Jennifer & Olivia & Mona to manage off campus fun (night fun management team) ❖ Classified Holiday party? ❖ End of semester celebration – put on by executive team (only for senate) <ul style="list-style-type: none"> ○ Leadership trainings? Either have in speakers or self present (in conjunction with with Classified Equity Taskforce) <ul style="list-style-type: none"> • Developing the Member at Large Position • CS Handbook |
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Agenda Item 6: Activity Reports/Updates/Activities

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| DISCUSSION | a) |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---------------------|---------------------------|-----------------|
| • None | • n/a | • n/a |

Agenda Item 7: New Business

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| DISCUSSION | <p>a) Liaison Areas: Review and Revise</p> <p>b) Lost Heroes Scholarship</p> <ul style="list-style-type: none"> • New scholarship? Rename scholarship? • Approved by CONSENSUS, send to subcommittee |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---------------------|---------------------------|-----------------|
| • None | • n/a | n/a |

Agenda Item 8: Old Business:

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| DISCUSSION | a) Bylaws - Second Read <ul style="list-style-type: none">• approved as amended (SEE ATTACHMENT #3) |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|---|---|
| <ul style="list-style-type: none">• none | <ul style="list-style-type: none">• n/a | <ul style="list-style-type: none">• n/a |

Agenda Item 9: Announcements/Events:

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|-------------------|---|
| DISCUSSION | a) CFT Conference: Westin San Francisco Airport, October 19-21 b) Chancellor's Forum: Sept 10, 2:30-3:30, MC-211 c) Center for Children: Tuesday December 18th from 4:00pm -8:00pm. d) BOT Meeting at Mesa: Nov 8, 4:00, MC211 A/Be) Holiday Reception: Dec 4, 11-1, MC211 A/B |
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Agenda Item 10: Roundtable:

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| DISCUSSION | <ul style="list-style-type: none">• n/a |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|---|---|
| <ul style="list-style-type: none">• None | <ul style="list-style-type: none">• n/a | <ul style="list-style-type: none">• n/a |

Agenda Item 12: Next Meeting:

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| DISCUSSION | <ul style="list-style-type: none">• September 27, 2018 – 10-11:30am, I4-402 |
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Agenda Item 13: Adjournment:

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| DISCUSSION | <ul style="list-style-type: none">• The meeting was adjourned by Larson at 11:15am |
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Taken by Alan Goodman, Senate Manager
Submitted by Alan Goodman, Senate Manager
Approved on: _____

ATTACHMENT #1:

San Diego Mesa College Integrated Planning Calendar 2018-2019

| PROCESS | AUGUST 2018 | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY 2019 | FEBRUARY | MARCH | APRIL | MAY | SUMMER |
|---|---|---|--|---|--|--|--|--|---|--|--|
| Program Review | <ul style="list-style-type: none"> Coordinate modules/training for Fall Verify lead writers/liaisons Train Liaisons at Flex workshop | <ul style="list-style-type: none"> Train Liaisons, managers IE Office support Kickoff activity | <ul style="list-style-type: none"> Continue training Continue support | <ul style="list-style-type: none"> Continue training Continue support | <ul style="list-style-type: none"> Continue support Dec 11-Jan 21 liaison & manager review | <ul style="list-style-type: none"> Jan 22-Feb 4, final edits by lead writers | <ul style="list-style-type: none"> Feb 5, module closes Organize resource requests | <ul style="list-style-type: none"> Forward requests to BARC/CHP/FHP Prepare reports Approval by PRSC | <ul style="list-style-type: none"> PRSC discusses cycle Prepare for annual update | <ul style="list-style-type: none"> PR, BARC, FHP, CHP report on evaluation results to PIE and PCab; discuss changes for 2019-20 Plans for summer | <ul style="list-style-type: none"> Use results to develop module for next cycle Summer work group tests module |
| Resource Allocation (BARC/FHP/CHP) | <ul style="list-style-type: none"> Plan Training Set up new system | <ul style="list-style-type: none"> Training and support | <ul style="list-style-type: none"> Training and support | <ul style="list-style-type: none"> Training and support | <ul style="list-style-type: none"> Training and support | <ul style="list-style-type: none"> Continue support | <ul style="list-style-type: none"> Receive requests & begin work to prioritize | <ul style="list-style-type: none"> Continue prioritizing Send list to PIE and PCab | <ul style="list-style-type: none"> President takes action on list Evaluate process Post lists | <ul style="list-style-type: none"> Finalize changes Send to PIE & PCab for Pres approval | <ul style="list-style-type: none"> Update form and rubric in Taskstream |
| Integrated Planning Systems & Evaluation | <ul style="list-style-type: none"> Update IP & Governance Guide (IPGG) | <ul style="list-style-type: none"> Governance website Review of IPGG | <ul style="list-style-type: none"> Governance website Review of IPGG | | | | <ul style="list-style-type: none"> Plan evaluations for PR, BARC, CHP, FHP | <ul style="list-style-type: none"> Conduct surveys and interviews, per individual agendas | <ul style="list-style-type: none"> Analyze data & outcomes; prep final report Committee evals | <ul style="list-style-type: none"> Present final report to PIE & PCab Use results to improve process | <ul style="list-style-type: none"> Update IPGG |
| Outcomes Assessment | <ul style="list-style-type: none"> Revise module in Taskstream Flex training for DOCS | <ul style="list-style-type: none"> Training IEPI quarterly report ILIO task force | <ul style="list-style-type: none"> Training Assessment IEPI grant ends Final report | <ul style="list-style-type: none"> Training Assessment ILIO assessment | <ul style="list-style-type: none"> Last CRC for approved currc | <ul style="list-style-type: none"> Training Assessment Eval ILIO assessment evaluation | <ul style="list-style-type: none"> Training Assessment | <ul style="list-style-type: none"> Training Assessment Catalog deadline IEPI quart. rpt | <ul style="list-style-type: none"> Training Assessment Evaluate process ILIO findings | <ul style="list-style-type: none"> Assessment Eval Report to PIE Planning for next semester | <ul style="list-style-type: none"> Taskstream audit; Currcuact Managers review OA Institute |
| Strategic Planning | <ul style="list-style-type: none"> Convocation | <ul style="list-style-type: none"> Review IP calendar | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> Retreat | <ul style="list-style-type: none"> Planning for EMP 2019-2025 | <ul style="list-style-type: none"> Convocation | <ul style="list-style-type: none"> Full PR data to inform EMP planning | <ul style="list-style-type: none"> EMP plans | <ul style="list-style-type: none"> EMP plans Retreat | <ul style="list-style-type: none"> Update multiyear calendar | |
| Institutional Research | <ul style="list-style-type: none"> Update all PR dashboards Destination survey | <ul style="list-style-type: none"> PR training Military-friendly GP dashboard CRUISE eval. | <ul style="list-style-type: none"> PR training Equity, SSSP, BSL, BSOT planning data Principals Roundtable | <ul style="list-style-type: none"> PR training Transfer dashboard | <ul style="list-style-type: none"> Title V APR Title III APR | <ul style="list-style-type: none"> CAP data Acad Eval CTE standard setting MMAP Eval | <ul style="list-style-type: none"> IP evaluation Update dashboards HIMS survey HEIT survey | <ul style="list-style-type: none"> ACCJC annual ISS PR survey anal. IEPI Goals Scholarship survey | <ul style="list-style-type: none"> M Dash | <ul style="list-style-type: none"> Commencement survey Flex survey Scorecard ILIO survey | <ul style="list-style-type: none"> SS PR Data SSSP Eval Tutoring Eval. Tutor retreat Assess institute CRI data |
| Accreditation | <ul style="list-style-type: none"> Recommendations QPE activities Committee grids | | | | | | | <ul style="list-style-type: none"> ACCJC annual report | <ul style="list-style-type: none"> PCab retreat status update | <ul style="list-style-type: none"> Committee evals | |
| Mesa Pathways | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Committee and Bubbles) | <ul style="list-style-type: none"> Monthly Meetings (Cmt & Bubbles) Annual Updates | <ul style="list-style-type: none"> Summer Workgroup Workplan 2 |
| Facilities Master Plan, Info Tech (MIT) | <ul style="list-style-type: none"> Build team Mission stmt | <ul style="list-style-type: none"> Env scan Define needs Prioritize current year objectives | <ul style="list-style-type: none"> Assess current facilities Community input | <ul style="list-style-type: none"> Monthly meeting | <ul style="list-style-type: none"> Monthly meeting | <ul style="list-style-type: none"> Committee mid-year review | <ul style="list-style-type: none"> Monthly meeting | <ul style="list-style-type: none"> Monthly meeting | <ul style="list-style-type: none"> Monthly meeting | <ul style="list-style-type: none"> Present report to PCab | |
| Integrated Plan (SSSP/Equity) | <ul style="list-style-type: none"> 2017-19 Integrated Plan Mid-Year Expenditure Report due August 31st | <ul style="list-style-type: none"> SET Monthly Meeting Distribution of 2016/17 Year-End Expenditures Report Due Sept 17th (SSSP/Equity) | <ul style="list-style-type: none"> SET Monthly Meeting | <ul style="list-style-type: none"> SET Monthly Meeting | <ul style="list-style-type: none"> SET Monthly Meeting | | <ul style="list-style-type: none"> SET Monthly Meeting | <ul style="list-style-type: none"> SET Monthly Meeting | <ul style="list-style-type: none"> SET Monthly Meeting | <ul style="list-style-type: none"> SET Monthly Meeting | |

IE Office 8/28/18: approved by PIE Committee ____; adopted by President's Cabinet ____

9/1/18

ATTACHMENT #2:

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| <p>2017-2018 Goals</p> <ul style="list-style-type: none">• To build the foundation of a strong Classified Senate at Mesa.• To promote community among Mesa's Classified.• To develop outreach and communication strategies.• To continue our equity work and our support of immigrant students.• To investigate and undertake fundraising opportunities. <p>Suggested Revision:</p> <p>2018-2019 Goals</p> <ul style="list-style-type: none">• To build the foundation of a strong Classified Senate at Mesa.• To enhance the Classified voice, recognizing Classified employees as professionals.• To encourage meaningful participation in governance and campus life.• To promote an inclusive community among Mesa's Classified Professionals.• To engage in equity-mindedness and equity practices.• To develop outreach and communication strategies.• To promote professional learning among Classified members. | |
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ATTACHMENT #3:

Bylaws Committee Changes and Recommendations August 2018

Summary of Changes

- Splits Bylaws into two separate documents: Bylaws and Constitution
- Changes various sections from numbering/alpha formats to section numbers (i.e. A to section 1.1) to allow for easier section reference in other documents like minutes and reports.
- Changes the title of "Secretary" to "Senate Manager".
- Eliminates the position of "President Elect" (to end at the current administration June 30, 2019)
- Adds two non-voting members titled: "Immediate Past President", "AFT Liaison"
- Adds the ability for the President to create "Ad Hoc Positions" with the ratification of 2/3 votes from the voting membership.
- Moves the Name, Purpose, Membership, and Amendments sections from Bylaws to Constitution.
- Replaces "classified employees" with "classified professionals".

Changes to Bylaws Only

- Defines rules of new non-voting member positions
- Stipulates for Senator positions only, when a Senator seat becomes vacant due to circumstances defined in Section 4.3 of the bylaws, the President can appoint someone from the membership to the vacant seat with ratification of a majority of the voting membership without conducting a special election to fill the seat.
- Changes the terms of Senators from 1 year to 2 years.
- Adds the requirement that prospective Senate presidents obtain ten constituent signatures to be placed on the ballot.
- Adds the provision for a three-month interim assignment for the president or vice president positions, should no candidates come forward to fill these roles.
- Adds a section on financials, including dues, fundraising, funding for the Executive Board, and donations.

Changes to Constitution Only

- Allows the President to choose the parliamentary procedure for their administration between Robert's Rule of Order or a Consensus Vote with ratification by 2/3 of the voting membership.
- Updates the Purpose.

SAN DIEGO MESA COLLEGE
CLASSIFIED SENATE

CONSTITUTION

Article I:- Name

- 1.1 The name of this organization shall be the Classified Senate of San Diego Mesa College ("Senate").

Article II: Purpose

- 2.1 The Classified Senate shall represent all classified employees-professionals of San Diego Mesa College within the shared governance structure and decision-making process of the College. The purpose includes, but is not limited to the following:

A. Provide the classified professionals with a participatory voice in shared governance supporting the Mesa's mission, vision and core values, and participation in the initiation, development, and evaluation of District policy, and procedures

A.B. To represent the issues and concerns of classified employees-professionals in all aspects of governance and decision-making on matters that are not related to collective bargaining and contract negotiations.

B.C. To support the professionalism of classified employees professionals.

C.D. To encourage individual leadership, contribution, and development among the members of classified employees professionals.

D.E. To make informed classified employees-professionals available for decision-making within the democratic processes of Mesa College and the San Diego Community College District.

E.F. To provide a centralized method of communicating between classified employees professionals and other areas of the College.

F.G. To collect and disseminate information of interest to classified employees professionals.

G.H. To represent the interest of the classified staff in all matters before any policy making committee or governing body of the College.

Article III: Memberships

- 3.1 The San Diego Mesa College Classified Senate shall consist of all classified employees professionals. The voting members of the Senate shall be the Executive officers and elected Senators. For the purpose of this constitution, the term "Classified Professionals" shall mean employees designated by the district to be contract-classified employees including positions that have been designated confidential and supervisory.

- 3.2 The Classified Senate shall consist of:

A. Voting Members

1. The Executive Council

- a. President
- b. Vice President
- c. Secretary Senate Manager
- d. Treasurer
- e. Member at Large [Title – need for position]
- f. ~~President-Elect~~ [DES1]

2. Senators

- a. Administrative Services (2)
- b. Instruction (2)
- c. Student Services (2)
- d. Executive Offices (1)

B. Non-Voting Members

- 1. Immediate Past President
- 2. AFT Liaison
- 3. Ad Hoc Positions (e.g., Outreach, Evening, Communications, Social Media, Elections)

3.3 Elections for these offices shall be held in accordance with the specific provisions of the bylaws of this constitution.

3.4 Appointment to office must follow the procedures set forth in the bylaws of this constitution and current policies and procedures of the Classified Senate.

3.5 Vacancies in office must follow the procedures set forth in the bylaws of this constitution and current policies and procedures of the Classified Senate.

3.6 President Elect position will expire June 30, 2019.

Article IV: Bylaws

4.1 All matters not covered in this Constitution and those matters requiring further interpretation or elaboration shall be referred to the By-~~l~~aws.

Article V: Parliamentary Procedure

5.1 Unless otherwise specified in the By-~~l~~aws, Robert's Rules of Order or Consensus Vote shall apply at all Senate meetings as proposed by the incoming President and ratified by a super majority of the voting membership-

Article VI: Amendments

6.1 Amendments to this constitution shall be approved only at a regular Senate meeting of the Classified Senate and by a two-third's vote of the members present.

6.2 Amendments to the bylaws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.

SAN DIEGO MESA COLLEGE
CLASSIFIED SENATE

BYLAWS

I. Constitution

- 1.1 All matters not covered in this Bylaws and those matters requiring further interpretation or elaboration shall be referred to the Constitution.

II. DUTIES AND RESPONSIBILITIES THE SENATE

- 2.1 Duties include but are not limited to:

The Senate shall be included in all appropriate committees, councils, advisory groups and other structures in order to participate in the formulation and development of matters which impact classified professionals.

- 2.2 Responsibilities include but are not limited to:

- a) Requesting, collecting and disseminating information of interest to classified professionals.
- b) Considering all non-bargaining issues and policies affecting classified professionals.
- c) Selecting a classified professionals to appear before the Board of Trustees to express the Senate's views.

III. SENATORS

- 3.1 Senators shall be selected for a two year term.
- 3.2 Each representational area, as defined in section 3.2(A)(2) of the Constitution, shall select its representative(s) to the Senate. Newly selected Senators shall be seated in July.
- 3.3 The Senate President may declare vacant the seat of any Senator who is unable to complete the term of office, or who is absent for three consecutive meetings without sending a substitute, or who becomes ineligible to hold membership in the Senate. The Senate Secretary shall notify the representational area upon declaration of vacancy.
- 3.4 If a senator seat becomes vacant under conditions delineated in section 4.3, the vacancy shall be filled by appointment by the President from among the membership subject to ratification by a majority vote of the voting members defined in Section 3.2(A) of the Constitution.
- 3.5 A representational area may recall and replace its Senator under guidelines established within the area. The newly selected representative shall complete the remaining original term of office.
- 3.6 Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The designee shall inform the Senate Secretary of the change before the meeting begins.
- 3.7 Senators shall attend all regular and special meetings of the Senate. All Senators shall be eligible for and should anticipate appointment to at least one District, College or Classified Senate standing or ad hoc committee per academic year.
- 3.8 Senators shall be the communicator between the Senate and their representational areas.

IV. EXECUTIVE COUNCIL

- 4.1 The Executive Council shall consider such matters that fall within the jurisdiction of the Senate and present them to the Senate.
- 4.2 The Executive Council shall consist of the following offices:
- President
 - Vice President
 - Senate Manager
 - Treasurer
 - Member-at-Large
- 4.3 All permanent classified contract staff that have passed probation are eligible to run for any office. Contract staff with probationary status are ineligible for office until permanent status has been achieved.
- All Executive Council members shall be selected for a two-year term.
- 4.4 No person may hold more than one elected position on the Executive Council at the same time.
- 4.5 Executive Council members may be elected for two consecutive terms in the same office and are eligible to serve in the same capacity after six years have elapsed from the date they left office.
- 4.6 In the event the office of the President becomes vacant, it shall be assumed by the Vice President. In the event that the Vice President is unable to accept the position, a special election shall be held.
- 4.7 In the event vacancies occur in executive positions other than the Presidency and/or the Immediate Past President, a special election shall be held.
- 4.8 In the event of a no confidence vote in an executive officer, the Executive Council shall hold a special meeting of the Senate, to be held within 30 days.

V. ELECTION OF EXECUTIVE COUNCIL AND SENATORS

- 5.1 During the first week of April, the Committee on Elections shall place a call for nominations for the open Executive Officer positions to classified professionals. unless the first week of April is designated by the District as Spring Break. In this case, the call will go out the following week.
- 5.2 The Committee on Elections shall consider all names submitted to it by the last working Monday in the month of April and shall verify eligibility and willingness of the nominees to serve.5.3 Election of the Executive Officers and Senators will take place during the first week in May.
- 5.4 The Committee on Elections shall prepare ballots and conduct the election according to procedures which it may establish.
- 5.5 Election results shall be reported at once to the Executive Council, who shall immediately publish them to all classified professionals and appropriate administrative offices. The Executive Council shall cause them to become part of the records of the Senate.
- 5.6 If a special election is required, the Committee on Elections shall convene to conduct the special election.
- 5.7 Prospective candidates for the position of president must obtain ten signatures of classified members, as defined by Article III of the Constitution, and submit them to the chair of the Committee on Elections by the last working Monday in the month of April.
- 5.8 To ensure orderly and continuous executive representation, the Senate by a 2/3 majority of voting members can appoint an individual or individuals to serve in the position(s) of President and/or Vice President for a

period of three months if no candidate(s) can be secured by the last working Monday in the month of April, so that the Senate can recruit potential candidates.

VI. EXECUTIVE COUNCIL RESPONSIBILITIES

6.1 President shall:

- a) Serve for a two-year term.
- b) Prepare the agenda and preside over all Senate meetings or appoint a designee from the Executive Council to do so.
- c) Attend President's Cabinet and District Governance Council meetings or assign a designee to attend. At the Classified Senate President's discretion, attend District Board of Trustee meetings.
- d) Be responsible for maintaining lines of communication with all relevant bargaining units, the Statewide Classified Senate and all other appropriate organizations.
- e) Serve as a voting member of the Executive Council.
- f) Be responsible for consulting with the Senate, appointing classified professionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- g) Keep the Senate informed of the status of classified representation on all committees.
- h) Maintain records, materials, contacts and any other information necessary for ongoing operations, and will provide these items at the end of their term as President to ensure an orderly transition to the next President.
- i) Perform such other duties as may be specified by the Senate.

6.2 Vice President shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Act in the absence of the President and assume the office in the event that the President cannot complete his/her term.
- d) Be responsible for consulting with the Senate, appointing classified professionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- e) Keep the Senate informed of the status of classified representation on all committees.

6.3 Senate Manager shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Issue calls to meetings, publish agendas, keep appropriate records, and publish minutes of all meetings of the Senate and any general meetings of classified professionals.
- d) Conduct all routine correspondence pertaining to this office, including advance notification to classified professionals of all activities in addition to business meetings.

6.4 Treasurer shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Collect, deposit, and distribute funds as approved by the Senate.
- d) Maintain all fiscal records according to approved accounting practices.
- e) Submit a monthly balance statement and a quarterly report to the Senate for approval and inclusion in official Senate records.

6.6 Member-at-Large shall:

- a) Serve for a two year term.
- b) Serve as a voting member of the Executive Council.
- c) Represent the Senate, as the Senate may direct.
- d) Assist the Senate with all fundraising activities.
- e) Serve as the Senate President's designee as needed.

VII. Non-Voting Senate Members

7.1 Immediate Past President:

- a) Immediate Past President serves for a sixth month term from July 1 to December 31 immediately following term as President.
- b) This position serves in an advisory role to the President and the Senate.
- c) In the event the office of the Immediate Past President becomes vacant, it shall remain so until such time as it is filled by an outgoing President.

7.2 AFT Liaison:

- a) Position shall be filled by current AFT president or designee.

7.3 Ad Hoc Senate Members:

- a) Ad hoc position(s) will be filled by the President as necessary to meet the needs of the Senate.
- b) Ad hoc position(s) will be appointed by the President and ratified by a majority of the voting membership.
- c) Necessity for ad hoc position(s) will be determined by the President at the beginning of each term and ratified by a majority of the voting membership.

VIII. FINANCIALS

8.1 Dues

- a) The Senate may call upon its members for payment of dues; however, dues are not to be considered a condition of eligibility for membership in the Senate.
- b) The collection of dues may be accomplished through campaign(s) approved a simple majority of the Senate.
- c) The Senate shall establish, by vote of the Senators present at its first meeting in July, the amount for voluntary dues.
- d) Dues may be used to fund Senate scholarships, classified professional development, and other Senate related activities as approved by a simple majority of the voting membership.

8.2 Fundraising

- a) The Senate may conduct periodic fundraisers to support Senate scholarships, classified professional development, and other Senate related activities as approved by a majority of the voting membership.

8.3. Funding Distribution for the Executive Board

- a) If funding becomes available to recognize the additional duties required of Classified Senate Executive Council members, the funding will be distributed as follows:
 - President: 42%
 - Vice President: 25%
 - Senate Manager, Treasurer, and Member at Large: 11% each

8.4 Donations

- a) Donations received by the Senate for specific purposes shall be read into and recorded in the subsequent meeting minutes by the Treasurer. The minutes shall include the amount, the specific purpose, and the terms and conditions under which the funding can be alternatively be used and may be memorialize in a written document to be stored with the minutes. If the donation is anonymous, the name of the donor will be disclosed to the President and Treasurer with the intent that this information be confidentially passed on to future presidents and treasurers.

IX. MEETINGS

- a) Senate meetings shall be held monthly with the exception of the months that fall within the summer semester or as needed. The day and time shall be arranged by the incoming Executive Council.
- b) The Senate considers participation in all its activities to be official business.
- c) The Senate may call general classified employee meetings to discuss issues, when necessary.
- d) Official meetings of the Senate shall consist of a quorum of one third (1/3) of the voting members present at the meeting.
- e) A list of all Senate meetings shall be made public.
- f) Decisions shall be made by consensus unless a vote is called for by a voting member of the Senate ratified by two third of the remaining voting membership.
- g) Official minutes of each Senate meeting for the last twelve months shall be kept professionals on the Classified Senate website.
- h) Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The designee shall inform the Senate Manager of the change before the meeting begins.

X. COMMITTEES

- a) Classified employee's membership on all Senate and shared governance committees shall be by open recruitment from the entire classified population.
- b) Any change in classified employee membership on any committee shall be immediately reported to the Vice President.
- c) The Senate shall establish permanent, and when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to classified professionals and to the operation and educational matters of the College.
- d) Standing committees shall be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.
- e) Ad hoc committees may be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.

- f) Ad hoc committees can be dissolved by the approval of the Senate upon the completion of its assignment.

XI. ELECTIONS

The Committee on Elections shall:

- a) Consist of five (5) members recruited by the Executive Council, at least one of whom shall be chosen from current Senators.
- b) Select its Chairperson from the membership.
- c) Be responsible for the elections of the Executive Officer and Senator positions.
- d) Resolve cases of doubt as to eligibility for election to any office, membership in the Senate, or membership status in the electorate.
- e) Issue a second call for nominations in cases where only one qualified nominee has been determined.
- f) Be responsible for filling Executive Council vacancies, following the procedures set forth in these bylaws.
- g) If requested, administer an election using secret ballots, and reports the results to the Executive Council or the Senate.
- h) Devise procedures, supervise and administer all elections of the Senate.

Date of Revision: 5/19/2004

Date of Revision: 7/18/2008

Date of Revision: 8/9/2018

SAN DIEGO MESA COLLEGE
CLASSIFIED SENATE

BYLAWS

~~I. NAME~~

~~The name of this organization shall be the Classified Senate of San Diego Mesa College.~~

~~II. PURPOSE~~

~~The Classified Senate shall represent all classified employees of San Diego Mesa College within the shared governance structure and decision-making process of the College. The purpose includes, but is not limited to the following:~~

- ~~A. To represent the issues and concerns of classified employees in all aspects of governance and decision-making on matters that are not related to collective bargaining and contract negotiations.~~
- ~~B. To support the professionalism of classified employees.~~
- ~~C. To encourage individual leadership, contribution, and development among the members of classified employees.~~
- ~~D. To make informed classified employees available for decision-making within the democratic processes of Mesa College and the San Diego Community College District.~~
- ~~E. To provide a centralized method of communicating between classified employees and other areas of the College.~~
- ~~F. To collect and disseminate information of interest to classified employees.~~
- ~~G. To represent the interest of the classified staff in all matters before any policy making committee or governing body of the College.~~

~~III. MEMBERSHIP OF CLASSIFIED SENATE~~

~~The San Diego Mesa College Classified Senate shall consist of all classified employees. The voting members of the Senate shall be the Executive officers and elected Senators.~~

~~IV. I. Constitution~~

~~1.1 All matters not covered in this Bylaws and those matters requiring further interpretation or elaboration shall be referred to the Constitution.~~

~~DUES AND FUNDRAISING~~

- ~~A. 2.1 The Senate may call upon its members for payment of dues; however, dues are not to be considered a condition of eligibility for membership in the Senate.~~
- ~~B. 2.2 Collection of dues may be accomplished by an annual written reminder.~~
- ~~C. 2.3 The Senate shall establish, by vote of the Senators present at its first meeting in July, the amount for voluntary dues.~~

✓ III. DUTIES AND RESPONSIBILITIES THE SENATE

A- 23.1 Duties include but are not limited to:

The Senate shall be included in all appropriate committees, councils, advisory groups and other structures in order to participate in the formulation and development of matters which impact classified ~~employees~~ professionals.

B- 23.2 Responsibilities include but are not limited to:

1-a) Requesting, collecting and disseminating information of interest to classified ~~employees~~ professionals.

2-b) Considering all non-bargaining issues and policies affecting classified ~~employees~~ professionals.

3-c) Selecting a classified ~~employee~~ professionals to appear before the Board of Trustees to express the Senate's views.

VIIIIV. ELECTORATE SENATORS

A- 34.1 Senators shall be selected for a ~~one~~ two year term.

B- 34.2 Each representational area, as defined in ~~section III of these Bylaws~~ section 3.2(A)(2) of the Constitution, shall select its representative(s) to the Senate. Newly selected Senators shall be seated in July.

C- 34.3 The Senate President may declare vacant the seat of any Senator who is unable to complete the term of office, or who is absent for three consecutive meetings without sending a substitute, or who becomes ineligible to hold membership in the Senate. The Senate Secretary shall notify the representational area upon declaration of vacancy.

34.4 If a senator seat becomes vacant under conditions delineated in section 4.3, the vacancy shall be fill by appointment by the President from among the membership subject to ratification by a majority vote of the voting members defined in Section 3.2(A) of the Constitution.

D- 34.5 A representational area may recall and replace its Senator under guidelines established within the area. The newly selected representative shall complete the remaining original term of office.

E- 34.6 Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The designee shall inform the Senate Secretary of the change before the meeting begins.

F- 34.7 Senators shall attend all regular and special meetings of the Senate. All Senators shall be eligible for and should anticipate appointment to at least one District, College or Classified Senate standing or ad hoc committee per academic year.

G- 34.8 Senators shall be the communicator between the Senate and their representational areas.

VIIIIV. EXECUTIVE COUNCIL ~~SENATE OFFICERS~~

45.1 The Executive Council shall consider such matters that fall within the jurisdiction of the Senate and present them to the Senate.

A- 45.2 The Executive Council shall consist of the following offices:

- President
- Vice President
- ~~Secretary~~ Senate Manager

- Treasurer
- Member-at-Large
- ~~President-Elect—six month term as a non-voting member during appropriate year.~~

~~The President-Elect shall be a six (6) month term commencing on July 1 and terminating December 31 of the appropriate year prior to commence the two year term of President on January 1.~~

~~The Immediate Past President office will expire on June 30, 2009.~~

- B. 45.3 All permanent classified contract staff that have passed probation are eligible to run for any office. Contract staff with probationary status are ineligible for office until permanent status has been achieved.

All Executive Council members shall be selected for a two year term.

- C. 45.4 No person may hold more than one elected position on the Executive Council at the same time.

- D. 45.5 Executive Council members may be elected for two consecutive terms in the same office and are eligible to serve in the same capacity after six years have elapsed from the date they left office.

- E. 45.6 In the event the office of the President becomes vacant, it shall be assumed by the Vice President. In the event that the Vice President is unable to accept the position, a special election shall be held.

- F. 45.7 In the event vacancies occur in executive positions other than the Presidency and/or the Immediate Past President, a special election shall be held.

- G. 45.8 ~~In the event the office of the Immediate Past President becomes vacant, it shall remain so until such time as it is filled by an outgoing President.~~

- H. 45.9 In the event of a no confidence vote in an executive officer, the Executive Council shall hold a special meeting of the Senate, to be held within 30 days.

VIII VI. ELECTION OF ~~SENATE OFFICERS~~ EXECUTIVE COUNCIL AND SENATORS

- A. 56.1 During the first week of April, the Committee on Elections shall place a call for nominations for the open Executive Officer positions to classified ~~employees~~professionals. unless the first week of April is designated by the District as Spring Break. In this case, the call will go out the following week.

- B. 56.2 The Committee on Elections shall consider all names submitted to it by the last working Monday in the month of April and shall verify eligibility and willingness of the nominees to serve.

- C. 56.3 Election of the Executive Officers and Senators will take place during the first week in May.

- D. 56.4 The Committee on Elections shall prepare ballots and conduct the election according to procedures which it may establish.

- E. 56.5 Election results shall be reported at once to the Executive Council, who shall immediately publish them to all classified ~~employees~~professionals and appropriate administrative offices. The Executive Council shall cause them to become part of the records of the Senate.

56.6 If a special election is required, the Committee on Elections shall convene to conduct the special election.

5.7 Prospective candidates for the position of president must obtain ten signatures of classified members, as defined by Article III of the Constitution, and submit them to the chair of the Committee on Elections by the last working Monday in the month of April.

5.8 To ensure orderly and continuous executive representation, the Senate by a 2/3 majority of voting members can appoint an individual or individuals to serve in the position(s) of President and/or Vice President for a period of three months if no candidate(s) can be secured by the last working Monday in the month of April, so that the Senate can recruit potential candidates.

F.

~~IX VII.~~ SENATE OFFICERSEXECUTIVE COUNCIL RESPONSIBILITIES

~~A.~~ 67.1 President shall:

- a) Serve for a two year term.
- b) Prepare the agenda and preside over all Senate meetings or appoint a designee from the Executive Council to do so.
- c) Attend President's Cabinet and District Governance Council meetings or assign a designee to attend. At the Classified Senate President's discretion, attend District Board of Trustee meetings.
- d) Be responsible for maintaining lines of communication with ~~{all relevant bargaining units}~~, the Statewide Classified Senate and all other appropriate organizations.
- e) Serve as a voting member of the Executive Council.
- f) Be responsible for consulting with the Senate, appointing classified employeesprofessionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- g) Keep the Senate informed of the status of classified representation on all committees.
- g)h) Maintain records, materials, contacts and any other information necessary for ongoing operations, and will provide these items at the end of their term as President to ensure an orderly transition to the next President.
- h)i) Perform such other duties as may be specified by the Senate.

~~B.—~~ President Elect shall:

- ~~a) — Serve as Classified Senate President Elect for 6 months (July 1 — December 31) during the appropriate year after being certified the election winner of the position of Classified Senate President by the Classified Senate Election Committee on Elections.~~
- ~~b) — Job shadow the Classified Senate President~~
- ~~c) — Attend Classified Executive Council meetings as a non-voting member.~~
- ~~d) Assume the office of Classified Senate President on January 1 of the following year.~~

~~C.~~ 67.2 Vice President shall:

- a) Serve for a two year term.
- b) Serve as a voting member of the Executive Council.
- c) Act in the absence of the President and assume the office in the event that the President cannot complete his/her term.
- d) Be responsible for consulting with the Senate, appointing classified employeesprofessionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- e) Keep the Senate informed of the status of classified representation on all committees.

~~D.~~ 67.3 ~~Secretary~~ Senate Manager shall:

- a) Serve for a two year term.
- b) Serve as a voting member of the Executive Council.
- c) Issue calls to meetings, publish agendas, keep appropriate records, and publish minutes of all meetings of the Senate and any general meetings of classified employeesprofessionals.

- d) Conduct all routine correspondence pertaining to this office, including advance notification to classified employees professionals of all activities in addition to business meetings.

E. 67.4 Treasurer shall:

- a) Serve for a two year term.
- b) Serve as a voting member of the Executive Council.
- c) Collect, deposit, and distribute funds as approved by the Senate.
- d) Maintain all fiscal records according to approved accounting practices.
- e) Submit a monthly balance statement and a quarterly report to the Senate for approval and inclusion in official Senate records.

F. 67.5 Immediate Past President shall:

- a) Serve for a two year term.
- b) Serve as a voting member of the Executive Council.
- c) Serve the President and the Senate in an advisory capacity. (this office will expire on June 30, 2009)

G. 67.6 Member-at-Large shall:

- a) Serve for a two year term.
- b) Serve as a voting member of the Executive Council.
- c) Represent the Senate, as the Senate may direct.
- d) Assist the Senate with all fundraising activities.
- e) Serve as the Senate President's designee as needed.

VIII. Non-Voting Senate Members

78.1 Immediate Past President:

- a) Immediate Past President services for a sixth month term from July 1 to December 31 immediately following term as President.
- b) This position serves in an advisory role to the President and the Senate.
- c) In the event the office of the Immediate Past President becomes vacant, it shall remain so until such time as it is filled by an outgoing President.

78.2 AFT Liaison:

- a) Position shall be filled by current AFT president or designee.

78.3 Ad Hoc Senate Members:

- b) Ad hoc position(s) will be filled by the President as necessary to meet the needs of the Senate.
- c) Ad hoc position(s) will be appointed by the President and ratified by a majority of the voting membership.
- d) Necessity for ad hoc position(s) will be determined by the President at the beginning of each term and ratified by a majority of the voting membership.

VIII. FINANCIALS

8.1 Dues

- 8.1.A. The Senate may call upon its members for payment of dues; however, dues are not to be considered a condition of eligibility for membership in the Senate.

- 8.2.A. The collection of dues may be accomplished through campaign(s) approved a simple majority of the Senate.

- 8.3.A. The Senate shall establish, by vote of the Senators present at its first meeting in July, the amount for voluntary dues.

8.4.A. Dues may be used to fund Senate scholarships, classified professional development, and other Senate related activities as approved by a simple majority of the voting membership.

8.2 Fundraising

8.2.A. The Senate may conduct periodic fundraisers to support Senate scholarships, classified professional development, and other Senate related activities as approved by a majority of the voting membership.

8.3. Funding Distribution for the Executive Board

8.3.A. If funding becomes available to recognize the additional duties required of Classified Senate Executive Council members, the funding will be distributed as follows:

- President: 42%
- Vice President: 25%
- Senate Manager, Treasurer, and Member at Large: 11% each

8.4 Donations

8.4.A. Donations received by the Senate for specific purposes shall be read into and recorded in the subsequent meeting minutes by the Treasurer. The minutes shall include the amount, the specific purpose, and the terms and conditions under which the funding can be alternatively be used and may be memorialize in a written document to be stored with the minutes. If the donation is anonymous, the name of the donor will be disclosed to the President and Treasurer with the intent that this information be confidentially passed on to future presidents and treasurers.

XIX. MEETINGS

- A. 9.1 Senate meetings shall be held monthly ~~with the exception of the months that fall within the Summer semester~~ -or as needed. The day and time shall be arranged by the incoming Executive Council.
- B. 9.2 The Senate considers participation in all its activities to be official business.
- C. 9.3 The Senate may call general classified employee meetings to discuss issues, when necessary.
- D. 9.4 Official meetings of the Senate shall consist of a quorum of one third (1/3) of the voting members present at the meeting.
- E. 9.5 A list of all Senate meetings shall be made public.
- F. 9.6 Decisions shall be made by consensus unless a vote is called for by a voting member of the Senate ratified by two third of the remaining voting membership.
- G. 9.7 Official minutes of each Senate meeting for the last twelve months shall be kept ~~and distributed to all classified employees~~ professionals on the Classified Senate website.
- H. 9.8 Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The designee shall inform the Senate Manager ~~Secretary~~ of the change before the meeting begins.

XI. COMMITTEES

- A. 10.1 Classified employee's membership on all Senate and shared governance committees shall be by open recruitment from the entire classified population.

- ~~B.~~ 10.2 Any change in classified employee membership on any committee shall be immediately reported to the Vice President.
- ~~C.~~ 10.3 The Senate shall establish permanent, and when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to classified ~~employees~~professionals and to the operation and educational matters of the College.
- ~~D.~~ 10.4 Standing committees shall be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.
- ~~E.~~ 10.5 Ad hoc committees may be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.
- ~~F.~~ 10.6 Ad hoc committees can be dissolved by the approval of the Senate upon the completion of its assignment.

~~XII.~~ ELECTIONS

The Committee on Elections shall:

- ~~A.~~ 11.1 Consist of five (5) members recruited by the Executive Council, at least one of whom shall be chosen from current Senators.
- ~~B.~~ 11.2 Select its Chairperson from the membership.
- ~~C.~~ 11.3 Be responsible for the elections of the Executive Officer and Senator ~~P~~positions.
- ~~D.~~ 11.4 Resolve cases of doubt as to eligibility for election to any office, membership in the Senate, or membership status in the electorate.
- ~~E.~~ 11.5 Issue a second call for nominations in cases where only one qualified nominee has been determined.
- ~~F.~~ 11.6 Be responsible for filling ~~Senate~~ Executive Council vacancies, following the procedures set forth in these bylaws.
- ~~G.~~ 11.7 If requested, administer an election using secret ballots, and reports the results to the Executive Council or the Senate.
- ~~H.~~ 11.8 Devise procedures, supervise and administer all elections of the Senate.

~~XIII.~~ AMENDMENTS

- ~~A. An amendment to the Bylaws of the Senate may be proposed as new business by any Senator at any regular Senate meeting.~~
- ~~B. Action on proposed amendments shall be taken at the next regular Senate meeting. A two-thirds (2/3) vote of the Senate is necessary for an amendment to be passed.~~

Date of Revision: 5/19/2004

Date of Revision: 7/18/2008

Date of Revision: 8/91/31/2018