

# Classified Senate Handbook

---

SIERRA COMMUNITY COLLEGE  
5000 Rocklin Road, Rocklin, CA 95677  
Phone (916) 624-3333 Fax (916) 789-2632  
[www.sierracollege.edu](http://www.sierracollege.edu)

## TABLE OF CONTENTS

---

Introduction	2
Constitution	3
Senate Duties and Committees	11
Cluster Breakdown Guide	12
Duties of Officers and Senators	13
List of Past Senate Presidents	15
List of Past Employees of the Year	16

# Introduction

---

Your Classified Senate provides the classified staff with a formal representative and professional voice in determining institutional positions, policies, procedures, and regulations at local and other public bodies. We present recommendations and views on matters affecting the conduct, welfare and growth of the College to the President/District Superintendent and the Board of Trustees. It is also our purpose to promote communication and mutual understanding among the classified staff, faculty, administration, Board of Trustees, students and other interested persons having to do with the conduct, welfare and growth of the college.

Your Classified Senate is made up of nine members called senators. Each senator represents a section of the classified staff known as a cluster. Clusters are organized by similar job skills. Each cluster elects their own senator who then is responsible for reporting information from their respective cluster to the Classified Senate. The Classified Senate passes information to and from Sierra College's governing bodies to facilitate effective communication.

Amongst the nine senators, a senate president, vice president, secretary, and treasurer are elected. These officers are primarily responsible for making sure that information gets passed on to all staff. This is in addition to representing their individual clusters. The flow of information continues through designated senators attending the District's Executive Council, Board of Trustees, and Strategic Council meetings. Other committee meetings may be involved in making sure that your voice is represented and that you are provided with accurate information.

To do this, your Classified Senate meets the first and third Tuesday's of each month. Our meetings are from 2:00 P.M. to 3:30 P.M. in the LRC - 201.

To find out what your senate is doing, read the senate agendas and minutes posted in the outlook public folders. If you don't see something of interest to you or your department being represented, then tell your senator and /or come to the senate meetings.

We look forward to working with you,

Your Sierra College Classified Senate

# **Constitution**

## **of the**

# **Sierra Community College Classified Senate**

(as revised February, 1994)

### **Article I**

#### NAME

- Section 1. The organization shall be known as the Classified Senate, hereinafter referred to as the Senate.

### **Article II**

#### PURPOSES

- Section 1. To provide the classified staff with a formal representative and professional voice in determining institutional positions, policies, procedures and regulations at local and other public bodies.
- Section 2. To provide the President and District Superintendent with recommendations and views on matters affecting the conduct, welfare and growth of the College.
- Section 3. To enable the Senate through the governance structure to address the Board of Trustees with recommendations and views on matters affecting the conduct, welfare and growth of the College.
- Section 4. To promote communication and mutual understanding among the classified staff, faculty, administration, Board of Trustees, students, and other interested person(s) having to do with the conduct, welfare and growth of the College.

### **Article III**

#### ELECTIVES

- Section 1. The electorate (hereinafter referred to as the classified staff) shall include all classified staff members of Sierra College. A classified staff member is one who is hired by the Sierra College District as part of the "classified service" (Ed. Code 88003) to fill a permanent classified position.

- Section 2. In special instances the Senate may make specific interpretations as to who may be members of the electorate. It is the general intent and spirit of the Classified Senate to represent all members of the classified staff.
- Section 3. While temporary employees of the District are not formally considered classified employees, they are encouraged to bring topics of concern to the Senate at any time. The Senate can represent the concerns of this group as needed for the benefit of the College.

## **Article IV**

### **MEMBERSHIP**

- Section 1. Any person who is a member of the classified staff and is eligible to vote (see Article III) may be a member of the Senate (Senate member, Senators of the Classified Senate).

## **Article V**

### **ORGANIZATION**

- Section 1. The Senate shall consist of nine members, each of which are elected by a functional cluster of classified staff. Additional non-voting, honorary members for temporary employees, union representation and other special groups may be reserved as needed. The Senate shall determine how best to fill the honorary positions.
- Section 2. Members of the Senate shall serve terms of two years. The terms shall be staggered.
- Clause 1. If necessary, each Senator may choose an alternate within the same functional cluster to cover planned absences. Such absences should not be frequent, but senatorial substitutions will allow for continued operation of the Senate as well as meeting occupational demands.
- Clause 2. Alternate Senators shall have all the rights and privileges necessary to the conduct the business of the Senate.
- Clause 3. Senators experiencing prolonged absences or changes in personal status may resign. Thirty calendar day notice is recommended in order to allow the Senate to fill the pending Senate vacancy.
- Section 3. Members of the Senate shall be eligible for re-election. However, no member shall serve more than two consecutive two-year terms.
- Section 4. The officers of the Senate shall include but not be restricted to a Chair, Vice-Chair, and Secretary/Treasurer.

Clause 1. These officers shall be elected by a simple majority of the Senate-Elect at the first regular Senate meeting immediately following the seating of new Senate members.

Clause 2. The officers shall serve terms of one year, but shall be eligible for reelection to the same position only once during any uninterrupted holding of a Senate seat.

Section 5. A simple majority of the Senate members or their official alternates (not including honorary members) shall be considered a quorum.

Section 6. The chair of the Classified Senate shall also be known as the Classified President, and shall serve in honorary functions and as spokesperson for the classified staff; or he /she may delegate these duties.

Clause 1. Special representatives or delegates involving longer commitments to represent the Senate's interest should be chosen by majority vote of the Senate. Eligible candidates for such positions can be anyone with the permanent classified staff including current senators.

Section 7. As necessary to carry out the business and daily operation of the Senate, the Senate shall determine and meet its own organizational needs providing that its actions do not conflict with the Articles of this Constitution.

## **Article VI**

### **ELECTION PROCEDURES**

Section 1. The President of the Senate shall annually appoint an election committee chaired by a Senator. The Election Committee Chair may not concurrently be a senatorial candidate for the upcoming term.

Clause 1. The election of Senators shall be held annually during the first seven calendar days following the end of Spring break.

Clause 2. Senate policy shall designate specific election procedures, time, and polling place.

Clause 3. Any qualified voter may appeal alleged election irregularities to the Senate.

Clause 4. Elected Senate members shall take office June 1.

Clause 5. In the event of a Senate vacancy for an unexpired term, the Senate shall take timely steps as necessary to fill the vacant seat by special election.

- Section 2. Senate members shall represent the classified staff.
- Clause 1. Each Senate member shall be elected from and be responsible to a specific classified staff functional cluster.
  - Clause 2. Classified staff shall group themselves into functional clusters for the purposes of electing Senate members and being represented during the conduct of Senate business.
  - Clause 3. Organization of functional clusters shall reflect the needs of classified staff to adequately communicate with each other and their representative (Senator). These clusters do not necessarily conform to other District groupings of classified staff. To encourage communication across conventional labor associations, it is recommended that no functional cluster consist of electorate supervised by a single immediate manager or supervisor.
  - Clause 4. Each classified staff member may, independently, choose or change cluster membership in order to obtain better representation. Changes of affiliation may not occur more than once per year. Notification of the intent to change cluster affiliation shall be submitted to the Senate. The Senate shall act within 30 calendar days of request. Upon reassignment or transfer, the classified staff member shall assume membership in the appropriate cluster.
  - Clause 5. The Senate may elect, with a two-thirds majority vote, to change the functional clusters as needed to keep current with changes in the College's classified staff positions. Any change in functional clusters must be ratified by a simple majority vote of the classified staff belonging to the specific groups being modified. Ratification by the classified staff concerned must occur within thirty calendar days of the Senate's vote or the change does not occur.
  - Clause 6. A listing of the current functional clusters shall be attached to the Constitution (see Appendix Section), yet is not to be considered a part of the Constitution.
- Section 3. Members of the classified staff shall be nominated for a term in the Senate:
- Clause 1. By accepting or actively seeking nomination within a cluster and by a simple majority vote of the cluster members.

## **Article VII**

### **POWERS, CONCERNS AND RESPONSIBILITIES**

Section 1. Recognizing the bargaining agent to be responsible for items of working conditions and health and welfare of the classified staff, the Senate shall of its own determination concern itself with each or all of, but not limited to the following:

- Clause 1. Professional Concerns - Rights, responsibilities, etc.
- Clause 2. Professional Standards - Minimum qualifications, job requirements, professional competence, educational needs, accreditation, etc.
- Clause 3. Professional Personnel Policies - Recruiting, selecting, evaluating, assignments, workload, promotion, retention of competent staff, classified staff development, etc.
- Clause 4. Academic Policies - Curriculum, admissions, records, special honors, retention of students, articulation, etc.
- Clause 5. Student Policies and Procedures - Conduct, discipline, activities, special services, general needs, registration, evaluation, fees, requirements, etc.
- Clause 6. Educational, Business and Other Operational Expenditures- State funding, budget planning, capital outlay, general fund allocation, utilization, etc.
- Clause 7. Staffing Needs and Support - Staff utilization, growth needs, personnel support, staff employment, etc.
- Clause 8. Instructional, Student and Administrative Support Service- Library, audio-visual, instructional facilities, maintenance and use of campus facilities and grounds, etc.
- Clause 9. Instructional Philosophy and Student Needs - College goals, mission, and objectives, effects upon students and staff, community relations, program evaluation, etc.
- Clause 10. Campus Decisions and Actions that Affect Students and Staff- Instructional, administrative and other actions, daily operation of the college, registration, grading, fees, etc.
- Clause 11. District and Specific Area Long Range Planning.
- Clause 12. Governance Committee and College Council Representation - By classified staff members.
- Clause 13. District Communication Activities - Procedures to enhance communication among all members of the college community.
- Clause 14. This section in no way limits the bargaining agent where authorized by statute. The Senate shall transfer appropriate topics of concern to the bargaining agent as necessary with or without recommendations.

- Section 2. It shall be the responsibility of the Senate to express its views and make recommendation to the College President.
- Section 3. It shall be the responsibility of the Senate, after due consideration and after notification of the College President, to express to the Board of Trustees the official opinion of the classified staff. Due consideration may require the following:
- Clause 1. Polling by secret ballot when determined necessary by the Classified Senate.
  - Clause 2. Majority vote of the Classified Senate when determined necessary.
  - Clause 3. A simple majority vote of the classified staff.
- Section 4. It shall be the responsibility of the Senate to express its views and recommendations to the College Council, Faculty Senate, or any other District governance body as needed. It is also the responsibility of the Senate to express its views and recommendations to local, statewide and other public bodies on behalf of the classified staff and the District.
- Section 5. It shall be the responsibility of the Senate to express its views and recommendations to all classified staff in order to keep its electorate informed of its actions and current issues and to improve overall communication between electorate and other staff members.
- Section 6. The Senate shall make all classified staff appointments to all committees dealing with issues of campus interest except those which are the responsibility of the bargaining agent. The Senate shall determine selection and other procedures as necessary to accomplish this responsibility.
- Section 7. The President and/or Vice President of the Senate shall attend, in person or by proxy, all Board of Trustee meetings. The President may delegate this duty.
- Section 8. The President shall serve a consecutive two-year term on the College Council; one during term in office and one the following year. The Senate shall appoint a third representative at-large for a two-year term to begin July 1.
- Section 9. The Senate shall be available to act as a consultative body to the President of the College in any matter affecting the conduct, welfare, and growth of the College and its students.
- Section 10. The Classified Senate may raise funds for special events, activities and expenses as needed to carry out the purposes of the Senate. The Senate in cooperation with the District shall determine the best handling of the Senate's funds.

## **Article VIII**

### **PROCEDURES**

- Section 1. Any member of the College community (college staff, students, and district residents) may recommend a matter for listing on the Senate agenda by a signed, written notice given to the Senate's President or to any current Senate member.
- Section 2. The President of Sierra Community College is a regularly invited visitor for the purposes of bringing matters of importance to the Senate for discussion. The first agenda item of each regularly scheduled meeting shall be held open for the President's use as needed to apprise the Classified Senate of current items and issues of importance to the College. Prior notice for listing on the Senate agenda shall not be required of the President except as necessary to comply with state regulations.
- Section 3. It is recommended that the Senate meet on a regular, semi-monthly schedule in order to be available to the campus community and insure consistency and continuity of the organization. The Senate shall determine and set meeting times and frequency in order to best meet the needs of the classified staff and the District.
- Section 4. The Senate shall distribute reports of its meetings and actions. The President may call meetings of the electorate for informational purposes.
- Section 5. Special meetings of the Senate may be called at the President's discretion, or when requested in writing by a majority of the members of the Senate.
- Section 6. If a vacancy occurs on the Senate, the President shall proceed within thirty calendar days in accordance with Article VI to fill the unexpired term. The President may delegate this responsibility to expedite filling the Senate position.
- Section 7. The Senate may adopt by-laws and/or special provisions to establish rules of procedure for implementing the intent and purpose of this Constitution. The Senate may elect to conduct business by the consensus method (general agreement) or by Robert's Rules of Order.
- Section 8. The Senate may have standing committees and may define and limit the powers and duties of these committees. The Senate may form special committees as it deems necessary.
- Section 9. Any four Senators may request a meeting of the electorate if they feel the Senate's actions or inactions need electorate consideration. The President must call such meetings and announce the purposes. The meeting must be called within fourteen calendar days of the request.
- Section 10. All current Senators and Senators-elect shall receive a personal copy of the Senate's agendas, minutes and other current information.

## **Article IX**

### AMENDMENTS AND RECALL

- Section 1. The Constitution may be amended by initiative procedure only.
- Clause 1. A petition to amend the Constitution shall be signed by twenty percent (20%) of the classified staff, or shall be signed by two-thirds of the Senate members, and shall be presented to the Senate President.
  - Clause 2. Upon receipt of the petition, the Senate shall distribute the proposed amendments(s) to the entire classified staff within thirty calendar days.
  - Clause 3. If approved by two-thirds of the classified staff, the amendment(s) shall become effective on a date stated in the amendment.
  - Clause 4. Results of the balloting shall be announced within ten regular calendar days after the election.
- Section 2. Senate members may be recalled by their constituents for reasons of due cause including, but not limited to, the following: excessive absences from Senate meetings, non-participation in the assigned duties of a Senator, non-representation of area concerns, or misconduct. The recall process is as follows:
- Clause 1. A petition shall be signed by a majority of the classified staff belonging to a functional cluster and shall be presented to the Senate President; and
  - Clause 2. upon receipt of the petition, the Senate shall inform and poll the classified staff within the functional cluster within fourteen calendar days; and
  - Clause 3. if a two-thirds majority of the functional cluster supports the recall of their Senator, the office shall be declared vacant. Within ten calendar days the President shall proceed according to Article VI to fill the unexpired term.
- Section 3. The Constitution will stand as voted upon unless modified by amendments. If any portion is found in violation of Local, State or Federal Laws, it will be the responsibility of the Senate to amend that portion to attain compliance rather than to declare void the Constitution. The Senate shall use the amendment procedures in Article IX to carry out this responsibility.

## CLASSIFIED SENATE DUTIES

<b>Role</b>	The Classified Senate is a professional organization promoting the governance-related interests of the classified staff.
<b>Purpose</b>	<p>The Classified Senate has been established to:</p> <ul style="list-style-type: none"> <li>• participate in the shared governance structure of the college/district;</li> <li>• provide a body representing the needs, concerns, and viewpoints of all the classified staff on shared governance issues;</li> <li>• provide a centralized means of communication (via written, verbal and/or electronic methods) between classified staff and the rest of the college community;</li> <li>• select representatives from the classified staff to serve on governance related committees;</li> <li>• provide an opportunity for classified staff to enhance the democratic process of shared governance;</li> <li>• advocate the interests of the classified staff in the formulation of policy and practice related to governance.</li> </ul>

### Committees' List – Classified Participation

(When committees are active)

Academic Standards  
 Accreditation Steering Committee  
 Budget Committee  
 Campus Life Committee  
 Curriculum Committee  
 Diversity Committee  
 Educational Requirement Committee  
 Foundation Board  
 Library Committee  
 Matriculation Committee  
 Mentor Program Committee  
 Planning Committee  
 Scholarship Committee  
 Science Museum Committee  
 Social Committee  
 Staff Development  
 Staff Recognition Committee  
 Strategic Council  
 Technology Committee  
 Vocational Education Committee

(Others as needed)

## **Guideline of Cluster breakdown by job skills:**

---

Cluster 1: Administrative Assistant-Student Services

Cluster 2: Admission and Records

Cluster 3: Library, Media, P/R, Graphics

Cluster 4: Administrative Assistant-Divisions, Administrative Secretary

Cluster 5: Instructional Assistants, Lab Technicians

Cluster 6: Custodians, Courier

Cluster 7: Maintenance, Energy, Grounds

Cluster 8: Business Services, Police Services

Cluster 9: IS, Network, Operators, Lab Tech Assistants

# Duties of Senate Officers and Senators

---

## President

Classified Senate Agenda

Plan and facilitate for each senate meeting.

Create, track and monitor senate goals and objectives.

*Classified Senate Meetings*

To be conducted on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month.

Represent all Classified Staff and Give Reports at Shared Governance Meetings (May designate a Senator Representative)

- Executive Council  
2<sup>nd</sup> Tuesday of each month to give Senate update  
10:00 a.m. to 10:30 a.m. LRC 313
- Board of Trustees  
2<sup>nd</sup> Tuesday of each month  
4:00 p.m. to 7:00 p.m. Boardroom or TBA
- Strategic Council  
4<sup>th</sup> Tuesday of each month  
10:00 a.m. to 12 p.m. Boardroom
- Other meetings as requested by management
- Classified representatives at various functions

Communications

Report interests, actions and decisions back to the Senate

Standing Committees - read agendas, minutes and give reports

CCLC Community College League of California

4C's California Community Colleges Classified Senate -

Attend conventions and make reports

Keep current with statewide classified news, bulletins

## **Vice President** (Serve as an alternate for the President)

### Classified Retreat Committee

Plan and organize and publish the annual event  
Survey topics of interest

### Cluster Membership

Assign new hires to cluster, update Cluster Roster

### Elections Committee

Solicit nominations for Senators  
Print and distribute voting ballots  
Count votes and report to Senate

## **Secretary**

### Classified Senate Agenda

Distribute agenda to senators and all classified staff with backup materials as needed.  
Post agenda to outlook public folders & designated points within 72 hours of meeting  
Reserve rooms for Senate meetings and Functions

### Classified Senate Minutes

Taking, typing, editing and distributing of minutes  
Send copies of minutes to archives  
Record-keeping as needed.  
Update Classified Senate Handbook

## **Treasurer**

### Classified Senate Budget

Report of account balance  
Processing of expenditures and claims  
Processing of Senate release-time forms

## **Duties of Senators**

Represent issues and concerns of members in cluster  
Communicate back to clusters Senate business  
Poll and distribute materials as required  
Assist on various committees  
Attend all Senate meetings or arrange to have an alternate attend

## Past Classified Senate Presidents

---

1989 - 1990	Patty White
1990 - 1991	Chris Abood
1991 - 1992	Catherine Swenson
1992 - 1993	Lynn Roath
1993 - 1994	Gerald Maris
1994 - 1995	Greg Van DeBogart
1995 - 1996	Christina Culley
1996 - 1997	Mark Adams
1997 - 1998	Ruth Navarrette
1998 - 1999	Ruth Navarrette
1999 - 2000	Arlene Goff
2000 - 2001	Arlene Goff
2001 - 2002	Cyndie Birdsong

## Past Classified Employees of the Year

---

1986	Ted Kitada
1987	Susan Williams
1988	Don Skewis
1989	Jim Wilson
1990	Nancy Allsup
1991	Chris Abood
1992	Catherine Swenson
1993	Shirley Martindale
1994	Adele Hamlett
1995	Anita Courtnier
1996	Joyce Kelley
1997	Roberta McKinney
1998	Ruth Naveretti
1999	Shari Newman/ Mark Wagner
2000	Tita Everitt
2001	Diane Corbet
2002	Jory Hadsell