



### Our College Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

9 + 1

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for Institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development
  - Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff



VENTURA COLLEGE CLASSIFIED SENATE

### AGENDA

Date: 5/4/2017

Time: 3:00pm to 4:30pm

Room: CCCR

1. Call to Order – Pamela – 1 min
2. Adoption of the Agenda – Pamela – 2 mins
3. Approval of Minutes – Pamela – 2 mins
4. Public Comment
5. Ratification of VC Classified Senate Constitution and Bylaws – 3 mins
6. Classified Senate Reports
  - a. Treasure's Report – Karen – 3 mins
7. Committee and Group Reports
  - a. Board of Trustees – 1 min
  - b. District Committees – 10 mins
  - c. Campus Committees – 10 mins
8. Dave Keebler, VP of Business & Administrative Services
  - a. Facilities Master Plan, Capital Projects, and the Consolidated Assessment Center initiative – 15 mins
9. Classified Senate Officers – Gabi Wood – 10 mins
  - a. President & Treasurer Elections Announcement – Gabi
10. Professional Development Update – 3 mins
  - a. PD Calendar
11. Announcements – 5 mins
12. Adjournment

**VENTURA COLLEGE**  
**Minutes of the Classified Senate**

**Date: April 6, 2017**

**3:00 pm –4:30 pm**

**Present:** Pamela Yeagley, Karen Osher, Gabriela Wood, Margaret Dominguez, Rhonda Lillie, Peder Nielsen, Carol Smith, Kai Feng, Matt Moore

**Recorder:** Felicia Torres

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting called to order 3:03 pm. Pamela moved to discuss reports first, because the FOG committee was meeting and a few classified were expected to attend the meeting a few minutes late.			
Adoption of the Agenda				
Public Comment	As posted to the agenda, Philip Briggs, Dean of Institutional Equity & Effectiveness presented a report that has also been presented during the VC planning retreat.; Peder asked, does this makes any sense when we took major budgets cuts; there was definitely budget we saw the higher enrollment; were at our highest enrollment; how different are the bars going to get; Margaret shared some information that has made a great impact and wanted to share that she feels that we are doing a great job for the students			
Approval of Minutes (February 2, 2017)	No changes made to the minutes.	Peder moved to approve minutes. Margaret seconded. Minutes approved.		
Classified Senate Reports <ul style="list-style-type: none"> <li>• Treasurer's Report</li> </ul>	Treasurer reported that the senate received a check for \$119.50 the Wood Ranch fundraiser and \$750 in See's Candies sales has been deposited. There is approximately \$300 outstanding to deposit. The balance in the account is \$540.  New Classified Professional Orientation & Summer Bash is scheduled for July 13 <sup>th</sup> .			
Committee and Group Reports <ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• District Committees</li> <li>• Campus Committees</li> </ul>	<b>BOARD OF TRUSTEES</b> <ul style="list-style-type: none"> <li>• The DAC will move to the Camarillo Daily Drive location over the April 22<sup>nd</sup> &amp; 23<sup>rd</sup> weekend.</li> <li>• The Board approved Resolution 2017.01 in Support of the Deferred Action for Childhood Arrivals.</li> <li>• Special BoT meeting on April 4<sup>th</sup> about the Chancellor hiring process. Hopefully, the BoT will announce the new chancellor at their April 11<sup>th</sup> meeting.</li> </ul> <b>ASAG</b> <ul style="list-style-type: none"> <li>• No March meeting, nothing to report</li> </ul>			

DCAP

- The VCCCD Strategic Plan Goals and Objectives 2016-2019 document was completed by the DCAP subcommittee and will next go to DCAP before it goes to the Chancellor's Cabinet (hopefully, in June).
- Rick is going to the Chancellor's Cabinet to get guidance on approaching the accreditation District Recommendation 1 (Compliance): In order to comply with the Standards, the teams recommend that the District include as a formal component of the evaluation processes for faculty, academic administrators, and other personnel directly responsible for student learning use of the results of assessments of learning outcomes to improve teaching and learning. (III.A.6).

EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE

- No March meeting, nothing to report

DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE

Training & Tours

- June 8, 2017 (VC) – All Day "It's All About You" We need volunteers for this event!

ADMIN COUNCIL

- Pirate Fridays start tomorrow so wear VC logo apparel on Fridays.
- Commencement Friday, May 19<sup>th</sup>. Please work with your supervisor regarding adjusting your schedule for the day of Commencement to the hours of 11am – 8pm. Final exams will be administered during the week of May 15<sup>th</sup> – 19<sup>th</sup>. Administration has contacted the union regarding an arrangement for a work schedule change for that day and should hear on a decision soon.  
We need many volunteers for the event. There will be a Classified Staff hospitality room with food and beverages while we prepare for the event. In addition, each person who participates will receive a Ventura College Polo Shirt to wear on the day of the event.  
Do not schedule events from Thursday, May 18<sup>th</sup> – Saturday, May 20<sup>th</sup> because of graduation.
- April 20<sup>th</sup> at 3:00pm Facilities Project Update in Guthrie Hall (part of Flex Day offerings)
- Financial Aid Resource Fair, April 25<sup>th</sup> 9-1 and 4-6. Flyers in mailboxes today.

BUDGET RESOURCE COMMITTEE

	<ul style="list-style-type: none"> <li>2016-2017 Program Review Equipment Requests were funded. Deans and managers have the spreadsheet with the funded requests along with the funded amount.</li> </ul> <p>COLLEGE PLANNING COUNCIL</p> <ul style="list-style-type: none"> <li>CPC approved the Education Master Plan</li> <li>There is a list of the prioritizations on the CPC webpage. Funding for these prioritizations must be encumbered by 09/30/2018.</li> </ul> <p>Professional Development update</p> <ul style="list-style-type: none"> <li>April 12<sup>th</sup> &amp; 13<sup>th</sup> Diversity in Culture event.</li> <li>April 20<sup>th</sup> Flex Day offerings. <ul style="list-style-type: none"> <li>CPR Training (Kelly Neel, RN) 8am-noon. please reserve a space by contacting Kelly Neel at ext 6177 or <a href="mailto:kelly_neel2@vcccd.edu">kelly_neel2@vcccd.edu</a></li> <li>Facilities Project Update in Guthrie Hall at 3:00pm</li> </ul> </li> </ul>			
Vote on Education Master Plan		Peder moved to approve the Ed Master Plan. Margaret seconded. Motion carries, Educational Master Plan approved.		
Vote on Proposed Comprehensive Program Review Process	<p>Pamela explained what the proposal for the comprehensive program review was about and called for a motion.</p> <p>Gabi asked for clarification regarding the proposal. A few others members made comments regarding the process while Pamela facilitated the discussion.</p>	<p>Gabi moved to adopt the Proposed Comprehensive Program Review Process. Peder seconded.</p> <p>Proposal passes unanimously.</p>		
Vote on District Decision Making Handbook	Pamela announced that the 9+1 for Classified Professionals is now in the VCCCD decision making handbook and is a super big deal.	Peder moved to adopt the handbook. Karen seconded. VCCCD handbook passes unanimously and is approved.		
Classified Senate Officers – Gabi Wood	Gabi announced the start of elections for the president and treasurer in accordance with the newly approved Classified Senate Constitution & By-laws. She shared a calendar that she developed and asked Matt to assist her with the elections, to which he agreed. She acknowledged his hard work from the last round of elections and said that it went so smooth that she wanted to continue with the same practice.			
Report on Retreat evaluation results	Postponed, due to time constraint, but announced that the results were shared in the weekly update.			
Professional Development Update	Pamela reported that she has not heard if there will be the regular Tuesday meeting, but will report what she learns at a later time.			
Announcements	<ul style="list-style-type: none"> <li>VC was at 29 and is now at 19 in the state.</li> <li>Announce voting for 2017-2018 Classified Senate meeting day/time URL – <a href="https://survey.vcccd.edu/classclimate/online.php?p=93MYF">https://survey.vcccd.edu/classclimate/online.php?p=93MYF</a></li> </ul>			

	<ul style="list-style-type: none"> <li>• Call for Classified Senate committee member volunteers for CPC, BRC, &amp; SSC for 2017-2018</li> <li>• Union report from Olivia given by Felicia</li> <li>• Peder in March, District Classified committee was given an award at the 4CS, got a big a huge reward and are bubbling over at the district. He said to pat classified on the back because it is a good thing. It's also important to note that this district committee began by a VC classified employee.</li> </ul>			
Adjournment	The meeting was adjourned @ 4:31 pm.			
Three Takeaways	None discussed			

DRAFT

*Ventura College*

*Classified Senate*

*Constitution & By-Laws*



**Ratified— March 2017**

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# VENTURA COLLEGE MISSION AND CORE VALUES

## MISSION

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

## VISION

*Ventura College is a beacon of learning—a source of inspiration and guidance  
—for our students and community.*

## CORE VALUES

### **Student Success**

*Ventura College believes that students come first and all else follows.*

### **Educational Excellence**

*Ventura College embraces the strength of diversity and is committed to communicate with integrity and patience.*

### **Climate of Inclusion and Respect**

*Ventura College strives to create a campus environment that fosters collaboration, communication, and mutual respect.*

### **Dynamic Student Services**

*Ventura College supports students by listening to them with intensity and compassion and designing student-centered solutions.*



**Ventura College**  
***Classified Senate***  
***Constitution***

**Ratified—March 2017**

**ARTICLE I**  
**NAME**

**Section I.** The official name of this organization shall be the Ventura College Classified Senate (VCCS).

**ARTICLE II**  
**MISSION AND PURPOSE**

**Section I.** As an integral part of the college community, the Classified Senate shall actively contribute to the growth and success of the college and district. The Classified Senate's mission is to provide Classified Professionals with a formal participatory voice in supporting the college and district's missions, visions, core values, and promoting a successful learning environment for students.

**Section II.** The Ventura College Classified Senate makes recommendations to their college administration and to the District on the following specific academic and professional matters (9 + 1):

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development

- Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Professionals.

**Section III.** The Ventura College Classified Senate is a permanent organization originally sanctioned by the Governing Board in 1989. It shall be the purpose of Classified Senate to participate in the governance of Ventura College; to actively collect, evaluate, and disseminate information and represent the collective interests of Classified Professionals before or on any governance or college committee.

Responsibilities of the Classified Senate shall be as follows:

- A. Provide the Classified Professionals with a formal participatory voice in shared governance supporting the college and district's missions, visions, core values, and the participation in the initiation, development, and evaluation of college and district policies and procedures in areas as outlined in the 9 + 1;
- B. Provide communication, understanding, and mutual support among the Classified Professionals;
- C. Appoint Classified Professionals to participate in college-wide and district standing committees and ad hoc committees as needed;
- D. Communicate Classified Professionals needs, concerns, viewpoints and recommendations on college issues to the college President, District Management and the VCCCD board of trustees;
- E. Ensure that all Classified Professionals are valued, respected, and properly recognized;
- F. Provide opportunities through Professional Development activities;
- G. Accept leadership responsibility for policy recommendations in innovation and professional growth, excluding all areas that would require collective bargaining;
- H. Develop and participate in fundraising events to benefit VCCS student scholarship opportunities;
- I. Provide opportunities which encourage social responsibility and community involvement through giving and actively participating in community outreach efforts both on and off campus.

### **ARTICLE III MEMBERSHIP**

**Section I.** For the purpose of this constitution, the term "Classified Professionals" refers to all Ventura College permanent, probationary full-time and part-time classified staff, including classified supervisors and classified confidentials. All Classified Professionals as defined shall be considered for membership in the Classified Senate.

**Section II.** The Classified Senate Executive Board (CSEB) shall consist of: four voting executive officers: President, Vice President, Treasurer, Secretary, and one non-voting executive officer: Immediate Past President.

### **ARTICLE IV AMENDMENTS**

**Section I.** Amendments to this constitution shall be approved only at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.

**Section II.** Amendments to the by-laws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a majority vote of the members present.

**ARTICLE V**  
ELECTIONS AND APPOINTMENTS

**Section I.** Elections shall be held in accordance with the specific provisions of the by-laws of this constitution.

**Section II.** Appointed positions shall be filled in accordance with the specific provisions of the by-laws of this constitution.

**Ventura College**  
***Classified Senate***  
***By-Laws***

**Ratified— March 2017**

**ARTICLE I**  
**ADOPTING BY-LAWS**

**Section I.** These by-laws shall be adopted by a majority vote cast by the Classified Senate. These by-laws shall provide for membership eligibility, regular meetings, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

**ARTICLE II**  
**ORGANIZATION OF EXECUTIVE BOARD**

**Section I.** Members elected to the Classified Senate Executive Board (CSEB) shall serve no more than two consecutive two-year terms of office, or until successors are elected.

**Section II.** The Classified Senate Executive Board (CSEB) shall consist of the President, Vice President, Treasurer, Secretary, Immediate Past President (non-voting) or designee.

**ARTICLE III**  
**DUTIES OF OFFICERS**

**Section I.** *The President shall:*

- A. Preside over all meetings of the Senate;
- B. Determine the agenda for all meetings of the Classified Senate with the Vice President;
- C. Provide a centralized means of communication among Classified Professionals and with the rest of the college community;
- D. Be responsible for budget, Senate reporting and recommendations, and general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
- E. Conduct an orientation for officers and new Senate representatives;
- F. Oversee Senate subcommittees and be responsible for status of work assigned to subcommittees;
- G. Serve as liaison to the Governing Board, Administrative Council, President, Chief Instruction Officer, Chief Student Services Officer, Chief Business Officer and any other relevant representative bodies both on and off campus, and;

- H. Shall attend additional committee meetings as designated by the Senate, including but not limited to Senate, Accreditation Steering Advisory, Board of Trustees meetings, Budget Resource Committee, College Planning Council, Professional Development, Administrative Council, Student Success Committee, and shall attend additional committee meetings either as a member or an observer as circumstances require;
- I. Serve as a liaison for statewide Classified Senate activities or concerns;
- J. Perform other duties as may be deemed necessary, within the limits of these by-laws.

**Section II. *The Vice President shall:***

- A. Assume the duties and responsibilities of the President if the President is absent or unable to fulfill them;
- B. Assist the President with the development of the agenda for all meetings of the Classified Senate;
- C. Coordinate the appointment of all members of standing and ad hoc committees;
- D. Act as chair of the By-Laws and Constitution Committee;
- E. Chair the Nomination & Election Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate;
- F. Represent the Classified Professionals at various college and district meetings and functions;
- G. Regularly attend Classified Senate meetings; and,
- H. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these by-laws.

**Section III. *The Secretary shall:***

- A. Assume the duties of the President in the absence of the President and Vice President;
- B. Record all minutes of the Classified Senate and general membership assemblies and distribute copies of same appropriately;
- C. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a register, or roll, of Senate attendance at regular and special meetings;
- D. Regularly attend Classified Senate meetings; and,
- E. Perform other duties as may be deemed necessary, as delegated by the President, or as assigned by the Classified Senate, within the limits of these by-laws.

**Section IV. *The Treasurer shall:***

- A. Assume the duties of the President in the absence of the President, Vice President, and Secretary;
- B. Maintain all financial records of the Ventura College Classified Senate;
- C. Track, review and process all requests for payment/reimbursement, and process deposits;

- D. Be responsible for annual solicitation of Classified Senate Foundation Fund payroll deduction;
- E. Serve as Chair on the Classified Senate Scholarship subcommittee, maintain control of the Classified Senate Scholarship Fund and see to its disbursal in accordance with decisions of the Classified Senate;
- F. Furnish report of monthly financial activity at Senate meetings;
- G. Regularly attend Classified Senate meetings; and,
- H. Perform other duties as may be deemed necessary, within the limits of these by-laws.

## **ARTICLE IV**

### **TERMS OF OFFICE**

#### **Section I. Terms of Office**

- A. All elected members of the Senate shall serve no more than two consecutive, two-year terms, unless otherwise stated. The President and Treasurer shall be elected during odd years. The Vice President and Secretary shall be elected during even years.
- B. No officer shall hold more than one office concurrently.
- C. Elected officers as defined above shall take office on July 1 of each calendar year.
- D. Appointed Senate members shall complete the term for which they were appointed.

#### **Section II. Vacancies**

- A. Vacancies may occur through resignation, leave of absence, or non-compliance as defined in Article VI, Sections 1 and 2 of the by-laws.
- B. Vacancies shall be filled by any Classified Professionals, as stipulated in Article III, Section I of the constitution excluding probationary Classified Professionals.
- C. All vacancies in an unexpired term will be filled by the process of an election or as deemed by majority vote of the Classified Senate.

## **ARTICLE V**

### **MEETINGS AND ATTENDANCE**

**Section I.** Meetings shall be open to the public and follow modified Robert's Rules of Order.

**Section II.** Meetings shall be conducted at least once a month or more, as needed. Exceptions to the regularly scheduled meetings may be made at the discretion of the President with the approval of the Executive Board. In the spring of each year, the Classified Senate shall call a General Session requesting all classified staff attend.

- Section III.** The time and place of all meetings shall be arranged by the Classified Senate Executive Board (CSEB).
- Section IV.** The CSEB may elect, as needed, to meet in the intervals between Classified Senate meetings and shall determine the frequency of the meetings.
- Section V.** A quorum shall consist of a minimum of 10 Classified Professionals present at each meeting where action will be taken. A lack of quorum shall constitute discussion without action.
- Section VI.** The President and Vice President shall develop the agenda for each Classified Senate meeting which shall be distributed by the Secretary of the CSEB.

## **ARTICLE VI**

### **DISMISSAL AND RESIGNATION**

- Section I.** Any Executive Board member of the Classified Senate absent from three consecutive regular meetings in any academic year, without an acceptable explanation and timely notification, including but not limited to: vacation, illness, or emergencies beyond their control, may be considered for removal from office by the Senate.
- Section II.** Dismissal of a Classified Senate representative (including an executive board member) may be considered with a majority of votes cast as per quorum (Article V, Section V). The Classified Senate representative in question may not participate in the dismissal process. The President shall notify the dismissed representative of the removal in writing within 5 working days of the decision. The notification shall include the reason for removal.
- Section III.** Any elected member of the senate may resign by written notice to the President or any other member of the CSEB.
- Section IV.** Procedures for filling the vacancy are outlined in Article IV, Section II of the by-laws.

## **ARTICLE VII**

### **COMMITTEES**

- Section I.** The Classified Senate shall establish both standing (permanent) and, when appropriate, ad hoc (of short duration) committees to assist in the development and implementation of policies and procedures relating to Classified Professionals and to the operational matters of the college, where it does not conflict with union activities.

- Section II.** It shall be the duty of each committee to receive and analyze referred matters, to prepare resolutions or amendments, and to make reports and recommendations through appropriate channels to the Classified Senate.
- Section III.** It shall be the responsibility of all Classified Professionals to provide the Classified Senate with an oral or written report/update on campus-wide committee activities upon request.
- Section IV.** Open call for committee members will remain open for at least five (5) business days or as deemed necessary.

## **ARTICLE VIII ELECTIONS**

- Section I.** The Nomination & Election Committee shall present a slate of candidates for Senate upon the consent of the candidates. Any member may make nominations (including self-nomination).
- A. Classified Senate shall appoint a Nomination & Election Committee from the membership-at-large with the Vice President serving as the chair.
  - B. The Nomination & Election Committee shall
    1. Confirm the eligibility and availability of each nominee;
    2. Oversee the method, preparation, and distribution of the ballots;
    3. Collect and count the ballots; and,
    4. Report the election results to the Classified Senate.
  - C. The Nomination & Election Committee shall prepare and distribute nomination forms to all members of the classified staff. The time and method of submitting nominations shall be provided to all members at least 40 days prior to elections and the notice shall include the office to be filled and the timeline and place for submitting nominations. Nominations will remain open for 10 working days from the date of distribution.
  - D. Following the return of the nomination forms, the Chief Election Officer shall contact each nominee to advise him/her of the nomination and ask if the nominee is agreeable to his/her name appearing on the ballot. Nominees may not run for more than one position.
  - E. If after nominations are closed there is only one nomination for an office, the single nominee shall be declared elected to the office by acclamation and no balloting or other action shall be required. This information will be included on the election notice/ballot.



**Section II.** Elections by secret ballot by all Classified Professionals, as defined in Article III, Section I of the constitution, shall be held in the final quarter of each year. The Nomination & Election Committee shall tally the ballots cast and announce the results.

- A. The CSEB Secretary will prepare the ballot with the assistance of the Nomination & Election Committee Chief Election Officer.
- B. The time and method of elections shall be provided to all members at least 10 working days before the last day to vote. The notice shall include date, time, balloting instructions, and location. Ballots will be attached to this notice.
- C. A list of those eligible to vote will be obtained.
- D. Ballots will go out by email to official Ventura College email addresses.
- E. Elections will remain open for ten (10) days following distribution of the ballots.
- F. A copy of the list of those eligible to vote will be kept by the Chief Election Officer, and will be used as a check-off list before ballots are tallied. This process will be used to ensure one vote cast per voter.
- G. Ballots will be counted and verified by the Nomination & Election Committee.
- H. Ballots will be held by the Chief Election Officer for six months in case further verification of the results is necessary.
- I. Candidates will be notified before results are made public by the Chief Election Officer.
- J. Election results will be announced by the Chief Election Officer at the subsequent Classified Senate meeting.

**Section III.** In the event of a tie for any Executive Board Officer nominee, a runoff election will be held between the candidates with the highest numbers of votes. Any ties for the runoff election will be decided by lot.

**Section IV.** There shall be no at-large proxy voting. However, the Senate may elect to provide electronic voting to accommodate the voting rights of Classified Professionals.

**Section V.** Following elections, all new Executive Board Officer will be given an orientation to the Classified Senate's Constitution and by-laws.

**Section VI. Officers**

- A. Nominations of candidates for officer positions in the CSEB shall be open to any Classified Professional as defined in Article III, Section 1 of the constitution excluding probationary Classified Professionals.
- B. Nominations for President must meet the following eligibility requirements:
  - 1. Be a Classified Professional at Ventura College as defined in Article III, Section I of the constitution excluding probationary Classified Professionals, and;
  - 2. Served as a member on at least one participatory governance committee.
- C. Officers shall be elected to a two-year term of office beginning July 1.

**ARTICLE IX  
AMENDMENTS**

- Section I.** Amendments to the by-laws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a majority vote of the members present.

**ARTICLE X  
ACTION WITHOUT MEETING**

- Section I.** The CSEB may take action(s) that are within its responsibilities as required or needed without a formal meeting. Action(s) taken without meeting can only be initiated with written majority approval by the senate, including via electronic mail notification and response. Such approval shall be noted in the minutes of the next regular Classified Senate meeting.

**ARTICLE XI  
ACADEMIC YEAR**

- Section I.** The Classified Senate academic year shall be from July 1 through June 30, and all terms of officers shall coincide with this academic year, as stipulated herein.

**ARTICLE XII  
QUORUM**

- Section I.** A quorum shall consist of a minimum of 10 Classified Professionals present at each Classified Senate meeting where action will be taken.

- Section II.** A lack of quorum shall constitute discussion without action.