

Ventura College

Classified Senate

Constitution & By-Laws



Ratified— March 2017
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VENTURA COLLEGE MISSION AND CORE VALUES

MISSION

Ventura College places students at the center of their learning experience, supporting them in achieving their personal, academic, and career goals in an anti-racist, liberating, and inclusive environment. The College is an open access educational institution that supports our diverse community, helping them transform their own lives by offering degrees, certificates, transfer, and workforce preparation opportunities.

VISION

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

OUR GUIDING PRINCIPLES

At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- **Embrace the strength of diversity**
- **Listen with intensity and compassion**
- **Communicate with integrity and patience**
- **Design student-centered solutions**
- **Spark self-confidence and a sense of discovery**
- **Pursue our vision and goals with passion**

Ventura College
Classified Senate
Constitution

Ratified—Sept. 2023

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, guiding principals, 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, guiding principles, 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. Be amenable to the needs, concerns, viewpoints and recommendations on college issues from the college President, District Management, and the VCCCD board of trustees, and take action on such per consensus of the classified senate membership.
- F. Ensure that all Classified Professionals are valued, respected, and properly recognized;
- G. Provide opportunities through Professional Development activities;
- H. Accept leadership responsibility for policy recommendations in innovation and professional growth, excluding all areas that would require collective bargaining;
- I. Develop and participate in fundraising events to benefit VCCS student scholarship opportunities;
- J. 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. Provisional and limited term employees are invited as guests, and as such, are ineligible to vote or serve on committees.

Section II. The Classified Senate Executive Board (CSEB) shall consist of: five voting executive officers: President, Vice President, Treasurer, Secretary, and Director of Committee Membership.

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— Sept. 2023

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, and Director of Committee Memberships 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. Consult with the Director of Committee on oversight of subcommittees and status of work assigned to subcommittees.
- F. 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;

- G. Shall attend, or appoint a designee, 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 Equity and Achievement Committee, and shall attend additional committee meetings either as a member or an observer as circumstances require;
- H. Serve or appoint a designee as a liaison for Statewide Classified Senate (4CS) activities or concerns;
- I. 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. Act as chair of the By-Laws and Constitution Committee;
- D. Serve as Chief Election Officer for all elections conducted by the Classified Senate;
- E. Represent the Classified Professionals at various college and district meetings and functions;
- F. Regularly attend Classified Senate meetings; and,
- G. 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 as appropriate
- C. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a register, or rollf Senate attendance at regular and special meetings;
- D. Regularly attend Classified Senate meetings; and,
- E. Ensure membership records at 4CS are accurate and complete;
- F. 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. Work with Business Services office to obtain monthly and fiscal year financial records of the Ventura College Classified Senate account;
- 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. Furnish report of monthly financial activity at Senate meetings;
- F. Regularly attend Classified Senate meetings; and,
- G. Perform other duties as may be deemed necessary, within the limits of these by-laws.
- H. Serve as chief election officer for VP and Secretary elections conducted by classified senate.

Section V. *The Director of Committee Memberships shall:*

- A. Conduct an orientation for officers and new Senate representatives.
- B. Welcome new committee members and review roles and responsibilities.
- C. Provide a formal orientation that complements what the campus committees provide.
- D. Review and revise AllClassified email distribution list
- E. Manage the committee participation and report outs.
- F. Serve as liaison between President and Vice President of the senate.
- G. Oversee Senate subcommittees and be responsible for status of work assigned to subcommittees;
- H. Coordinate the appointment of all members of standing and ad hoc committees;

**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, Treasurer, and Director of Committee Membership
- B. shall be elected during odd years. The Vice President and Secretary shall be elected during even years.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 and provisional/limited term 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.** Chief Election Officer shall present a slate of candidates for Senate upon the consent of the candidates. Any member may make nominations (including self-nomination).
- A. Chief Election Officer shall
 1. Confirm the eligibility and availability of each nominee;
 2. Oversee the method, preparation, and distribution of electronic voting;
 3. Collect and count the e-votes; and,
 4. Report the election results to the Classified Senate.
 - B. Chief Election Officer shall prepare and distribute nomination forms to all members of the classified staff via email. 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.
 - C. 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.

- D. 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 anonymous 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. Chief Election Officer prepare ballots cast and announce the results.

- A. The CSEB Secretary will prepare the ballot with the assistance of 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 Chief Election Officer.
- 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 Officers 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 and provisional/limited term 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 and provisional/limited term 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.