



Classified Senate Meeting
Agenda
Friday October 14th 2011 @ 1:00 PM
LA 202

- I. Call To Order**
- II. Roll Call:** Sign in
- III. Approval of the agenda**
- IV. Approval of the minutes:** September 9th 2011
- V. New Business/Discussion:** Status of Proposed Parking Fee Increase;
Professional Development Committee; Current State of ASG
- VI. Public Comment/Guest:** Jack Jackson Online Program Committee
- VII. Reports:**
 - A. Associated Students**
 - B. Academic Senate**
 - C. Classified Senate/Committees:** Committee Assignments;
Fundraising Committee
 - D. CSEA**
- VIII. Announcements:** Our next meeting will be on Friday November 18th at
1:00 pm in LA-202 (November 11th is Veteran's Day)
- IX. Meeting Adjournment**

Submitted by Cassandra Thomas

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

5030

FEES

A. Associated Students Discount Sticker

\$7.50 - CHC
\$7.50 - SBVC
\$4.00 - Replacement for lost card

B. Breakage/Lost Property Fee

Replacement cost of item(s) broken or lost

C. Catalog

\$6.00 - purchased on campus

D. Credit by Examination

\$20.00 plus class unit fee

E. Document Fee Handling

\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
minimum charge of 1 hour
\$0.15 per side copy cost
Fee must be paid prior to document release

F. District Fingerprinting for New Employees

\$40.00

G. Insufficient Funds Check

\$15.00

H. Key Deposit/Replacement

\$15.00 plus cost of rekeying if needed (metal/electronic key)

I. Learning Center Reproduction Fees, SBVC

\$0.20 - Laser printout: text, black and white printer
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)
\$1.00 - Laser printout: graphics and/or text, color
\$2.00 - Scan text or graphics to disk, per scan

J. Library Fines – SBVC/CHC

\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
\$2.00 - replacement for lost library card

K. Parking Permit Fees (students, faculty, and staff)

\$75.00 \$100.00 - annual permit
\$30.00 \$40.00 - one semester
\$15.00 \$20.00 - summer session
\$4.00 \$2.00 - daily

L. Parking Violation Fees

\$ 50.00 - illegal parking
\$ 50.00 - decal violation
\$275.00 - handicap violation

M. Smoking Violation Fee

\$25.00

N. Refund Processing Charge

A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.

O. Replacement – Diploma/Certificate

\$10.00

P. Replacement of Student Class Program

\$1.00 - if purchased on campus

Q. Schedule of Classes

\$ 3.00 - mailed in U.S. only

R. Student Health and Accident Insurance

\$17.00 \$18.00 - per semester (includes \$1.50 accident insurance)

\$14.00 \$15.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

S. Subpoenas

\$15.00

T. Supplemental Health Services Fee

\$10.00 - TB skin test (one-step test)
\$10.00 - TB skin test (two-step test)
At cost - MMR Vaccine
At cost - TD Vaccine
At cost - Hepatitis B
At cost - Hepatitis A
\$25.00 - Physical Exams
\$50.00 - DMV Physical Exams
At cost - Prescription medications
At cost - In-house Lab Tests
At cost - Lab Test sent to external lab
At cost - Optional Medical Procedures
At cost - Optional Medical Supplies
\$ 8.00 - Vision screening (Titmus vision tester)
\$ 5.00 (50 minutes) - Psychotherapy
\$ 2.00 per item - Duplication of medical records
\$10.00 - Hearing Screening (Audiometer)
At cost - Birth Control Pills

U. Testing Fees

\$200.00 - Paramedic National Registry Testing
\$ 25.00 - Retest per skill
\$ 5.00 - CPR card

Repeat course from Career Tech Department
0.5 units - \$12.00
1.0 units - \$23.00

117 2.0 units - \$46.00
118 3.0 units - \$70.00

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120 **V. Transcripts/Verification of Enrollment**

121 No cost - First two transcripts
122 ~~\$5.00~~ \$10.00 - Additional transcripts
123 \$8.00 - 24-hour requests for transcripts
124 \$20.00 - Immediate requests for transcripts
125 ~~\$10.00~~ \$5.00 plus cost - Online transcripts
126 \$3.00 - Enrollment verification
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ADOPTED: 4/8/10

**Technology and Educational Support Services Report
To the District Assembly
October 4, 2011**

Distance Education

- ATPC Grant: SBCCD has been awarded the Alternative Text Production Center (ATPC) grant. This grant is awarded by the State Chancellor's Office to fund the conversion of educational content into alternative media, including: Braille books and documents, tactile graphics, electronic text files, and electronic braille files. The ATPC will remain in Ventura, but over the summer was relocated to a new facility off of the Ventura Community College campus. An Open House is scheduled for September 24th. Please email Colleen Leon if interested.
- Web-Based Tutoring Project: The web-based tutoring project has expanded and now includes Intro to Biology, American Sign Language, Intro to Algebra and Algebra. Feedback from students has continued to be very positive and we are seeing a great increase in the number of students making use of the service.
- Digital Textbook Project: This summer the Respiratory Program at CHC is piloting a digital textbook project. Students were provided with a laptop and 20% savings on their digital books. The pilot will be 18 months in duration and satisfaction/experience surveys of faculty and students are taking place each term.
- Blackboard: During the fall term Blackboard Learn will be moved from local hosting services to Blackboard, Inc. The company is much better suited to host a true 24/7 application. This move will reduce the amount of downtime needed for back-ups and better ensure uninterrupted service for our faculty and students.

District Computing Services

- The Vice-Chancellor of Fiscal Services has identified funds to fund a 5 year District-wide computer replacement plan. Under the plan, each site will be allocated enough funds to replace 20% of their computer inventory. DCS and Campus Technology Services will start the replacement cycle this Fall.
- One of the major outcomes of the District Technology Strategic Plan is to move away from an environment of technology and application "Silos" to a fully integrated environment. Such a move would greatly streamline our business processes, reduce data entry related errors, and enhance overall efficiencies. Following a "field trip" to Chaffey College, which has made significant progress on this front, it was decided SBCCD should first go through Business Process Analysis (BPA). This process will be starting in early October.
- DCS Project List: In an effort to keep constituents better informed on the timelines of projects, a DCS Project List has been compiled and is available at the following URL (it's also attached):
http://dets.sbccd.org/Departments/District_Computing_Services/Project_Information.aspx DCS is making every effort to update this document every Friday. If you have specific questions regarding a project, please contact Everett Garnick.

The DETS areas and committees have many projects and initiatives underway at any given time. Those highlighted in this report have been selected based on scope of impact to user community. Should any member of the Assembly want a specific or more indepth report on any particular project or would like a verbal report provided to any constituency group, please feel free to contact Glen (x4325).

Respectfully Submitted by:

Glen Kuck, Ed.D.
Executive Director
Distributed Education and Technology Services



Report of the Economic Development and Corporate Training Division (EDCT)* District Assembly Meeting, October 4, 2011

Prepared by Matthew K. Isaac, Ph.D., Executive Director, EDCT

NanoCenter Seeks Grant for Nanotechnology Training from Responsive Training Fund (RTF): The Center for the Advancement of Nanotechnology (*NanoCenter*) of the Applied Technology Training Center in partnership with its business partners applied for a \$344,164 grant under the Responsive Training Fund of the California Community College System Office. The proposed project addresses the critical need for short-term technical job-training within the priority sectors of nanotechnology, nano-medicine, nano-energy, manufacturing, and education. The major objectives of the project are as follows: (1) enable incumbent workers to become more competitive in the region's labor market, (2) increase workforce skills and competencies that help business and industry remain competitive, (3) identify career paths to economic self-sufficiency and lifelong access to good-paying jobs in the emerging, high growth sector of Nanotechnology, and (4) deliver services that are demand-driven, agile, performance-oriented, cost-effective, and contributes to regional economic growth and competitiveness.

The project seeks to build upon the existing infrastructure of the Center for the Advancement of Nanotechnology (*NanoCenter*) at SBCCD, which has nearly \$600,000 in state-of-the-art Nanotechnology equipment and has trained over 300 people with the skills and competencies needed for successful careers in the field of Nanotechnology at the technician's level. The proposed training program will focus on Nanotechnology Literacy, Technical Project Management, Technical Sales and Nano-characterization.

Molecular GPS (Guided Particle Systems) Technologies, the University of California at Riverside, Agilent Technologies, NASA Center for Nanotechnology at AMES, Kelly Space and Technology, San Bernardino and Riverside County Workforce Investment Boards, the International Brotherhood of Electrical Workers, and National Electrical Contractors Association are among the organizations that have requested and have agreed to partner with the Center for the Advancement of Nanotechnology (*NanoCenter*) on the proposed project.

PDC Seeks Grant for Green Residential Construction Academy: The Professional Development Center (PDC) submitted a grant application seeking \$316,955 under the Industry Driven Regional Collaborative (IDRC) program of the California Community Colleges System Office. If funded, this grant will provide us resources to create a Green Residential Construction Academy. The Academy proposes to offer "green" training to long-term unemployed and underemployed construction workers as well as adults with barriers to employment. These workers will receive training in sustainable green applications that will allow them to make improvements to residential and commercial buildings. In turn, these efficiency improvements will produce cost savings and reduce emissions. Our community based partners are committed to hiring our graduates as they retrofit, build, design, supply and develop energy efficient homes for urban communities.

The Academy will provide to laid-off and underemployed construction workers as well as other adults with the skills and knowledge necessary in the green building trades, especially for carpenters, plumbers, HVAC installers, electricians, masons, and others. We plan to provide this training to no fewer than 90 unemployed and underemployed adults.

**The Economic Development and Corporate Training (EDCT) division comprises the following centers and programs: Professional Development Center (PDC), Donald F. Averill Applied Technology Training Center (ATTC), Center for the Advancement of Nanotechnology (NanoCenter), Regional Center of Excellence (COE), Environmental Scanning Services Hub (ESS Hub), On-line Education Center (Ed2Go), Logistics Technology Program, and the Career Technical Education (CTE) Community Collaborative.*



Activities Status Report for District Measure P Projects September 23, 2011



Crafton Hills College

Project Name	Status
Infrastructure #1 (Communication Relocation)	DSA project closeout continues.
Infrastructure #2 (Utility Corridor)	DSA project closeout continues.
Infrastructure #3 (Peninsula Development)	DSA project closeout continues.
Infrastructure #4 (DSA Accessibility)	DSA project closeout continues.
Infrastructure #5 (Athletic & Aquatic Center Site Prep)	DSA project closeout continues.
Aquatic Center (CRF)	<p>Project Closeout Continues for DSA Certification.</p> <p>LEED landscaping project work is on-going. Current construction activity includes: trenching & installation of irrigation lateral lines and base installation for the concrete pavers within the parking lot islands.</p> <p>Bid documents are currently being prepared for the LEED solar heating panel package. Contract is scheduled to be SBCCD board approved by end of year 2011.</p>
Learning Resources Center	<p>DSA project closeout continues. Pre-cast panel corrections is pending DSA approval, which is anticipated for November 2011.</p> <p>Work will commence once DSA approval of the panel corrections is received.</p>



Activities Status Report for District Measure P Projects September 23, 2011



San Bernardino Valley College

Project Name	Status
Student Health Services	The project is complete. DSA certification continues.
North Hall Replacement Building	The project is complete. DSA certification continues.
Media/Communications Building	The project is complete. DSA certification continues.
Chemistry/Physical Science	The New Science building is complete. Phase 2 sitework demolition and rough grading is completed. West Side – Hardscape& lights to complete by 10/07, Landscape by 10/14. East Side – Final work to start after east side, completion expected by 11/04/2011.



Activities Status Report for District Measure M Projects September 23, 2011



Crafton Hills College

Project Name	Status
Parking Lot, ADA, Lighting Improvement Project (PAL)	Project is in the construction phase. Majority of work is currently being performed in the gym parking lot and parking lot E. Current construction activities include: finalizing landscape adjacent to majority of the parking lots, grading & forming for pathway/flatwork adjacent to gym parking lot, demolition of the existing concrete walkway in parking lot E, sewer line installation up to M&O yard and electrical feeder work for the electrical equipment located in parking lots G & I.
Parking Structure #1	Project is currently out of the formal DSA review phase. With all comments in hand the design team will now incorporate all DSA comments into the project and re-submit via counter back check with DSA. This project will be on indefinite hold after receiving formal DSA approval. This approval is valid for two (2) years and will need to be renewed every two years by the design team and DSA until the start of construction. The CDC entrance upgrades and accessibility scope will be pulled out of this project and completed as a separate project as part of the new master plan.
Modular Science Laboratories and Classrooms	Project is in the final stages of the construction phase. Few remaining punch list items are being completed. System training for the CHC campus M&O staff has taken place. FF&E delivery and installation is on-going. Closeout phase has begun.
Wellness Pool	DSA approval was received 7/26/11, contingent upon CGS approval of geo-technical report. CGS geo-technical report approval was received 8/26/11. DSA approved drawings and specifications were received 9/23/11. Project will be put on-hold.
New Student Center/ Library Demolition	The Data Relocation scope is almost complete with only the addition of a manual transfer switch (for emergency power) needing completion. The hard noisy part of the demolition will begin on September 1st and should be completed before the end of the month. The building is now on the ground and the hauling off of the material has begun.



Activities Status Report for District Measure M Projects September 23, 2011



San Bernardino Valley College

Project Name	Status
Parking Structure #1	In accordance with the approved project re-prioritization, the project will be placed on hold following DSA approval. DSA approved the plans and specification in September. The architect will finalize the documents, any addendum, then deliver the scanned files to the district.
Auditorium Renovation	Additional scope of work has been identified from the Programming Phase which include theatrical equipment, landscape, acoustic/audio visual, MEP and Code upgrades. Amendment to architects contract for additional design services will be submitted for approval at the October Board meeting. Hazmat abatement survey to be conducted.
Gymnasium, Stadium and Fields	The construction budgets are a challenge. Meeting regarding the budget continue, however, the cost savings effort will be focused on the Stadium. The Gymnasium design has resumed and meetings with the architect, college, and users continue. Design for the renovation of the Men's Locker Room, which will be split to house women as well, also continues. The Handball and Tennis Court Demolition project bid on the 22nd and yielded a favorable result, under budget. The Stadium design remains on hold until a parking study is completed.
Business Building Renovation	Audio/Visual and IT design components were discussed and scope is being finalized by the desing team. Construction Documents are with DSA for review and approval. Bid documents are being prepared by KBS and the architect. Bid package for demolition and abatement are being prepared by Citadel Environmental and KBS. RFP for Move Relocation services was conducted and awarded to Eastern Van Lines.
ADA, Signage and Landscape	ADA: Compliance for paths of travel has been investigated and areas of non-compliance has been identified. Project team to determine areas of non-compliance that can be included in upcoming M Projects. The remaining areas will be included as scope for the ADA project. Signage: design package is in Construction Document phase. Landscape: Tree relocation package has been revised moving some trees into the Chemistry/Physical Science project. Bid documents are being prepared by KBS.
Central Plant/Infrastructure	Construction Documents have been submitted to DSA for review and approval. Amendment to P2S will be submitted for Board approval at the October Board meeting. The amendment is for incorporating the civil, electrical and mechanical designs sheets from the Parking Structure project into the Central Plant project. Bid documents are being prepared by KBS.
Infrastructure - Sewer	Project is Complete - punchlist and closeout ongoing. Potential replacement of pipe at Grant St if required by City.
HVAC Upgrades	Project is Complete - punchlist and closeout ongoing.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

POLICE DEPARTMENT

Date: October 4, 2011

To: Bruce Baron
Chancellor

From: Pat McCurry
SBCCD Police Chief

Re: District Assembly Report/Emergency Preparedness

ANNUAL SECURITY REPORT

The Annual Security Report for all campuses has been completed and copies are available today.

EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan is in its final stages (comments requested) and should be complete by the next District Assembly meeting.

MULTI JURISDICTIONAL HAZARD MITIGATION PLAN

The plan has gone out for public comment and will be available for Public Comment at the Board soon.

Code of Ethics

The Code of Ethics of San Bernardino Valley College Classified Senate will be consistent with democratic principles.

The SBVC Classified Senate and its individual members will adhere to the following while conducting Senate business:

- Base decisions on all available facts
- Uphold the majority decision of the Senate
- Work to develop a governance system that is inclusive of all members of the campus community
- Support a campus environment that values the diversity of our campus population
- Recognize that unwelcome attention toward any member of the campus community is not permissible and will not be condoned
- Maintain integrity in all aspects of service
- Advocate the prudent and responsible expenditure of public funds
- Vote our honest convictions despite unwarranted influences

Mission Statement

The mission of the Classified Senate of San Bernardino Valley College is to support the missions of the California Community Colleges, SBCCD and SBVC, while enhancing participation in shared governance for Classified Staff.

The objectives of the SBVC Classified Senate are as follows:

- Facilitate communication among students, staff, faculty, administrators and the surrounding community.
- Promote equal treatment of and respect for classified staff by recognizing and appreciating their value and contribution to the learning environment and campus community.
- Create shared responsibility and accountability, by promoting the participation of classified staff in collegial consultation.

Ratified by Majority Vote on 9/13/2004

Constitution

ARTICLE 1

NAME

1.1 - The San Bernardino Valley College Classified staff hereby forms the San Bernardino Valley College Classified Senate.

1.2 - The San Bernardino Valley College Classified Senate will be referred to as the Senate in this document.

ARTICLE 2

PHILOSOPHY

2.1 - The philosophy of the Senate is defined in the Mission Statement and Code of Ethics.

ARTICLE 3

PURPOSES

3.1 - To promote the voice of classified staff on non-collective bargaining issues.

3.2 - To provide the president of the college with recommendations and views on matters affecting the conduct, welfare, and growth of the college.

3.3 - 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.

3.4 - To promote communication, mutual support and 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.

3.5 - To articulate the professionalism of the classified staff so that we are recognized and valued.

ARTICLE 4

MEMBERSHIP

4.1 - The Senate will be comprised of all permanent classified employees at SBVC. This includes blue collar, white collar, confidential and non-certificated supervisory classified positions. Probationary status has no effect on membership.

4.2 - Classified employees of the District Office/Entity Sites will be known as non-voting members of the Senate. They are encouraged to participate in Senate activities and to bring topics of consideration to the Senate.

4.3 - Although short-term/substitute classified employees at SBVC will not be considered voting members of the Senate, they are encouraged to participate and bring topics of consideration to the Senate at any time.

ARTICLE 5

OFFICERS/SENATORS

5.1 - Executive Officers

5.1.1 - The Executive Board of the Senate will consist of President, Vice President, Secretary, Treasurer, and Historical Recorder.

5.1.2 - The Executive Board of the Senate may have a position of Past President, in an advisory capacity.

5.1.3 - Elect Officer positions of the Senate may consist of President Elect, Vice President Elect, Secretary Elect, Treasurer Elect, and Recorder Elect as defined in the Bylaw 2 - Section 7.

5.2 – Senators

5.2.1 - The senators of the Senate will consist of representatives from each functional group as stated in Bylaw 2.

ARTICLE 6

SENATE BOARD

6.1 - The Board of the Senate will consist of the Executive Board, and all the Senators of the Senate. Duties and responsibilities of the board members will be outlined in the Bylaws of the Senate. Terms of Office for Senators and Executive Officers are outlined in Bylaw 1.

ARTICLE 7

DUTIES OF OFFICERS/SENATORS

7.1 - The duties of the officers and senators of the Senate will be as described in Bylaw 3.

7.2 - The duties of officers, senators, committee chairs, and committee members of the Senate will be expanded in the Bylaws as seen necessary by the Senate.

ARTICLE 8

COMMITTEES

8.1 - The Senate standing and ad hoc committees will be formed as needed by the Executive Board as described in Bylaw 4.

8.2 - Shared Governance Committees will be appointed as described in Bylaw 4.

ARTICLE 9

MEETINGS

9.1 - The Executive Board will meet as described in Bylaw 7.

9.2 - The Senate will hold a general meeting as described in Bylaw 7, which is open to the Membership.

9.3 - The President may call special meetings if deemed necessary.

ARTICLE 10

ELECTIONS

10.1 - The Senators will hold elections for the Executive Board as described in Bylaw 6.

10.2 - The Senate Nominations Committee will conduct a general election as required in Bylaw 6.

ARTICLE 11

PARLIAMENTARY AUTHORITY

11.1 - The rules contained in the current edition of Robert's Rules of Order will govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Senate may adopt.

ARTICLE 12

QUORUM

12.1 - A quorum is defined as the minimal number of officers or members of a committee or organization, usually a majority, who must be present for valid transaction of business.

12.2 - A quorum for the Senate will be as defined and utilized unless otherwise described in the Bylaws.

ARTICLE 13

BYLAWS

13.1 - Bylaws will be consistent with and necessary to implement the Articles of this Constitution

ARTICLE 14

RATIFICATION AND AMENDMENTS

14.1 - This Constitution and Bylaws will become effective by a simple majority vote of the Senate members who vote in an announced Constitution Ratification Election.

14.2 - Any Senate member may propose additions or amendments to the Constitution and Bylaws in writing at general meetings of the Senate.

14.3 - Amendments to the Senate Constitution and Bylaws must be presented to the Executive Board for approval before they may be submitted to the Senate for a vote. A copy of the amendment will be distributed among the Senate members two weeks prior to the election. The amendment will be subject to majority vote of the entire Senate. The amendment shall become effective on the date prescribed by the amendment.

14.4 - The Constitution and Bylaws may be amended by a simple majority of the Senate members who vote in a specially called election (which may coincide with elections for officers).

14.5 - If any portion of this Constitution and Bylaws is found to be 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 entire Constitution and Bylaws. The Senate will use the amendment procedures in this Article to carry out this responsibility.

Ratified by Majority Vote on 9/13/2004, Amended Article 15 on 10/15/2004

Bylaws

Bylaw 1 – Membership

Section 1 - Voting Membership

- 1.1 - Voting members are permanent classified employees assigned to San Bernardino Valley College as defined in Article 4 of the Senate Constitution.

Section 2 - Non-Voting Membership

- 2.1 - Permanent classified employees who are assigned to district positions at the SBVC site or at district offices or entities will be considered non-voting members defined in Article 4 of the Senate Constitution.
- 2.2 - Short-term/substitute classified employees will be considered non-voting members defined in Article 4 of the Senate Constitution.

Bylaw 2 – Executive Board Duties and Terms of Office

Section 1 - President will

- 1.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 1.2 - Be authorized to express publicly the Senate's position on issues and recommendations relating to governance.
- 1.3 - Preside at meetings of the Executive Board and of the Classified Senate.
- 1.4 - Meet on a regular basis with the College President.
- 1.5 - Be an ex-officio member of all Classified Senate committees.

- 1.6 - Represents the Senate at various college and district meetings and functions, this includes all District Board meetings, or designate a representative as necessary.
- 1.7 - Serve as a Classified Senate representative on the shared governance committees as required or designate a representative.
- 1.8 - Attend all Governing Board meetings or designate a representative.
- 1.9 - Develop an agenda for all Executive Board and Classified Senate meetings.
- 1.10 - Publish an annual State of the Senate Report, to include a year-end budget summary, to be distributed to appropriate district personnel.
- 1.11 - Perform other duties as may be required by the office.

Section 2 – Vice President will

- 2.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 2.2 - Serve as Senate President as necessary in the absence of the Senate's President.
- 2.3 - Assist the President in all duties of the presidency.
- 2.4 - Assume other duties designated by the President, including, but not limited to, serving as the chair of special ad hoc committees or task forces.
- 2.5 - Coordinate reports and recommendations of those classified staff members serving on SBVC committees as well as committees established within the Senate.
- 2.6 - Succeed to the office of President, if no President Elect exists, upon resignation or removal of the President, and then serve the remainder of the term if both of the following conditions are met:
 - 2.6.1 - The Vice President is willing to accept the position of President
 - 2.6.2 - The succession of the Vice President to President is approved by a simple majority of the Senate Board.
- 2.7 - Represents the Senate at various college and district meetings and functions as necessary.
- 2.8 - Perform other duties as may be required by the office.

Section 3 - Secretary will

- 3.1 - Abide by the Classified Senate Code of Ethics.
- 3.2 - Attend meetings of the Executive Board and the Classified Senate.
- 3.3 - Be responsible with the support of the Historical Recorder or Ad Hoc committee members for preparation, publication and distribution of the minutes and agenda of all Classified Senate meetings.
- 3.4 - Be responsible for maintaining and filing all non-financial Classified Senate records in the absence of the Historical Recorder.
- 3.5 - Perform other duties as may be required by the office.

Section 4 - Treasurer will

- 4.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 4.2 - Attend meetings of the Executive Board and the Classified Senate.
- 4.3 - Submit an annual budget for Classified Senate approval.

- 4.4 - Disburse funds, maintain financial records, and submit financial reports to the Classified Senate at each Senate meeting.
- 4.5 - Submit a year-end budget summary to the Senate President.
- 4.5 - Perform other duties as may be required by the office.

Section 5 - Historical Recorder will

- 5.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 5.2 - Maintain and file all non-financial Classified Senate records.
- 5.3 - Assist Secretary when needed.
- 5.4 - Perform other duties as may be required by the office.

Section 6 - Elect Officers

6.1 - President Elect

- 6.1.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 6.1.2 - Attend meetings of the Executive Board and the Classified Senate.
- 6.1.3 - Become the president of the Classified Senate upon the expiration of the incumbent president's term of office.
- 6.1.4 - Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Executive Board.
- 6.1.5 - Act as the State Classified Senate liaison.
- 6.1.6 - Perform other duties as may be required by the office.

6.2 - Vice President Elect

- 6.2.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 6.2.2 - Assist the Vice President as needed.
- 6.2.3 - Become the Vice President of the Classified Senate upon the expiration of the incumbent vice president's term of office.
- 6.2.4 - Perform other duties as may be required by the office.

6.3 - Secretary Elect

- 6.3.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 6.3.2 - Assist the Secretary as needed.
- 6.3.3 - Become the Secretary of the Classified Senate upon the expiration of the incumbent secretary's term of office.
- 6.3.4 - Perform other duties as may be required by the office.

6.4 - Treasurer Elect

- 6.4.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 6.4.2 - Assist the Treasurer as needed.
- 6.4.3 - Become the Treasurer of the Classified Senate upon the expiration of the incumbent treasurer's term of office.
- 6.4.4 - Perform other duties as may be required by the office.

6.5 Historical Recorder Elect

- 6.5.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 6.5.2 - Assist the Treasurer as needed.
- 6.5.3 - Become the Treasurer of the Classified Senate upon the expiration of the incumbent treasurer's term of office.
- 6.5.4 - Perform other duties as may be required by the office.

Bylaw 3 – Senators Duties and Terms of Office

Section 1 - Senators will

- 1.1 - Abide by the Classified Senate Code of Ethics and Mission Statement.
- 1.2 - Attend regular Classified Senate meetings.
- 1.3 - Ratify all appointments made by the Executive Board.
- 1.4 - Disseminate information from Senate meetings and other sources to constituents.
- 1.5 - Be responsible for polling their constituencies on items to be considered by the Senate.
- 1.6 - Report to the Senate on matters of concern to their constituents.
- 1.7 - Perform other duties as required by their office.

Section 2 - Senators Functional Units

2.1 - Service Workers

- 2.1.1 - Food Service Worker
- 2.1.2 - Custodian
- 2.1.3 - Grounds Caretaker
- 2.1.4 – Maintenance Person
- 2.1.5 - Storekeeper
- 2.2.6 - Food Service Specialist
- 2.2.7 - Locksmith
- 2.1.1 - Food Service Worker
- 2.1.2 - Custodian
- 2.1.3 - Grounds Caretaker
- 2.1.4 – Maintenance Person
- 2.1.5 - Storekeeper
- 2.2.6 - Food Service Specialist
- 2.2.7 - Locksmith
- 2.2.8 - HVAC Technician
- 2.2.9 - Plumber
- 2.2.10 - Carpenter
- 2.2.11 - Boilers
- 2.2.12 - Painter
- 2.2.13 - Tool Room Technician

2.2 - Technicians

- 2.2.1 - Lab. Tech
- 2.2.2 - Audio Visual Specialist
- 2.2.3 - Department Network Specialist
- 2.2.4 - Auditorium Technician
- 2.2.5 - Computer Technician
- 2.2.6 - Test Technician

- 2.2.7 - Physics Equipment Technician
 - 2.2.1 - Lab. Tech
 - 2.2.2 - Audio Visual Specialist
 - 2.2.3 - Department Network Specialist
 - 2.2.4 - Auditorium Technician
 - 2.2.5 - Computer Technician
 - 2.2.6 - Test Technician
 - 2.2.7 - Physics Equipment Technician
 - 2.2.8 - Network Administrator
 - 2.2.9 - Library Technical Assistant
 - 2.2.10 - Men's Equipment Specialist
 - 2.2.11 - Women's Equipment Specialist
 - 2.2.12 - Planetarium Specialist
 - 2.2.13 - Student Services Technician

2.3 - Professionals

- 2.3.1 - Teaching Assistant
- 2.3.2 - Job Developer/Liaison
- 2.3.3 - Outreach Technician
- 2.3.4 - Community Outreach Rep
- 2.3.5 - CD Specialist
- 2.3.6 - Lead Interpreter
- 2.3.7 - CD Aide

2.4 - Office/Clerical Workers

- 2.4.1 - Account Clerk
- 2.4.2 - Financial Aide Specialist
- 2.4.3 - Secretary
- 2.4.4 - Administrative Assistant
- 2.4.5 - Office Assistant
- 2.4.6 - Clerical Assistant
- 2.4.7 - Clerk
- 2.4.8 - Bookstore Assistant
- 2.4.9 - Book Buyer
- 2.4.10 - Clerk Typist
- 2.4.11 - Office Assistant
- 2.4.12 - Accountant
- 2.4.13 - Switchboard Operator
- 2.4.14 - Bookstore Customer Service Assistant
- 2.4.15 - Program Assistant
- 2.4.16 - Schedule/Catalog Data Specialist
- 2.4.17 - Mail Clerk
- 2.4.18 - Athletic Eligibility Clerk
- 2.4.19 - Library Media Clerk
- 2.5.20 - Learning Resources Assistant
- 2.2.21 - Certification Aide
- 2.2.22 - Certification Clerk

2.5 - Protective Services

- 2.5.1 - College Police Officer
- 2.2.2 - Police Corporal

2.6 - Classified Non-Academic (Certificated) Supervisors/Managers

- 2.6.1 - Bookstore Manager

- 2.6.2 - Assistant Bookstore Manger
- 2.6.3 - Supervisor Senior Accountant
- 2.6.4 - Police Supervisor
- 2.6.5 - Custodial Supervisor
- 2.6.6 - Cafeteria/Snack Bar Manager
- 2.6.7 - Lead Grounds Caretaker
- 2.6.8 - Maintenance and Grounds Supervisor
- 2.6.9 - Tool room Supervisor
- 2.6.10 - Tutorial Coordinator
- 2.6.11 - Grant Coordinator
- 2.6.12 - Director Marketing & Public Relations

Section 3 - Senator Functional Unit Classification Descriptions

- 3.1 - The job titles under the senator functional unit classifications may change depending upon job descriptions or as vacancies occur.

Section 4 - Senator Percentages

- 4.1 - The percentage of senators per area will be based upon one per 20 classified employees.

Bylaw 4 – Committees

Section 1 – Senate Committees

- 1.1 - Senate standing committees will be permanent and conduct the business of the Senate as per Education Code 70902(b)(7).

Section 2 – Senate Ad Hoc Committees

- 2.1 - Senate ad hoc committees will be established by the Executive Board of the Senate for special purposes and will be of a short duration.

Section 3 – Ex-officio Senate Committee Member

- 3.1 - The Senate President will be an ex-officio member of all Senate committees, except for the Nominating Committee.

Section 4 – Senate Standing or Ad Hoc Committee Appointments

- 4.1 - Senate standing or ad hoc committee appointments will be made by the Senate Board as part of the participation of shared governance in the Education Code.

Section 5 – CSEA Committee Appointments

- 5.1 - CSEA San Bernardino Community College District Chapter 291 has the right to appoint classified staff members to campus and district committees as per SB235 and Education Code 70901.2.

Section 6 - Committee Placement Committee

- 6.1 - The Classified Senate President and CSEA Chapter 291 President will meet each academic year to discuss a Memorandum of Understanding to develop

a joint ad hoc committee to appoint classified staff members to campus and district committees.

- 6.2 - The intention of the ad hoc committee is to support the ideal that both organizations promote the professional contributions of their members to the success of the District and to provide opportunities in the shared governance on campus and district committees. The ad hoc committee will consist of the CSEA President, or appointed representative from the SBVC Chapter Officers, Site Representative or Job Steward and the Classified Senate President as well as any interested Senate members or Chapter members.
- 6.3 - If an MOU for the ad hoc committee is not developed, the Classified Senate will forward its recommendation for committee members to the Chapter President for consideration of appointment to committees.
- 6.4 - The Chapter President may submit any concerns in regards to the standing or ad hoc committees of the Classified Senate.

Section 7 – Committee Member Responsibilities

- 7.1 - Committee members will share information about committees at Senate meetings or give a report to a senator or Senate Vice President to report on.

Bylaw 5 – Powers, Concerns, and Responsibilities

Section 1 - Official Positions

- 1.1 - The Senate will consider taking official positions on the recommendations made by the College President.

Section 2 – Board of Trustees Representation

- 2.1 - The Senate President or a designee selected by the Senate will appear before the Board of Trustees to express the views of the Classified Senate on issues relating policy, procedure and governance. This is with the complete understanding of the Senate that CSEA San Bernardino Community College District -Chapter 291 retains the exclusive bargaining/negotiating rights on all issues relating to its representation rights of classified staff in our district.

Section 3 – Information and Recommendations

- 3.1 - The Senate will request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance system, being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.

Bylaw 6 – Elections

Section 1 - Executive Board

- 1.1 - The five (5) members of the Executive Board will be elected by the Senators.
- 1.2 - Nominations for Executive Board positions will be open to any Senator.
- 1.3 - Executive Board members will serve a term of two fiscal years.

1.4 - Voting by the Senate will be by secret ballot.

Section 2 - Senators

- 2.1 - Senators will be elected by the membership of their functional units.
- 2.2 - Senators at large will be elected by the electorate.
- 2.3 - Nominations of candidates for Senators in the Senate will be open to any classified staff member as defined in Article Four
- 2.4 - Senators will serve a term of 2 fiscal years.
- 2.5 - Voting by the electorate will be by secret ballot.
- 2.6 - Senators may not serve two (2) consecutive terms with the exception of a Senator appointed mid-term by the President to fill a vacancy.

Section 3 - Vacancies

- 3.1 - Any vacancy in the Senate will be appointed by the President of the Senate with the approval of the Executive Board.
- 3.2 - Any vacancy in the Executive Board will be appointed by the Senate.
- 3.3 - A vacancy may be declared by the Executive Board when an Officer or Senator is absent from four consecutive Senate meetings.

Section 4 - Balloting

- 4.1 - Elections will be conducted during the Spring semester and officers will take office effective July 1.
- 4.2 - Senators will be elected by the highest number of votes.

Section 5 - Removal from Office

- 5.1 - Senators may be removed from office by a two thirds vote of the functional unit they represent.
- 5.2 - Members of the Executive Board may be removed by a two thirds vote of the Senate.

Bylaw 7 – Meetings

Section 1- Scheduled Meeting Requirements

- 1.1- The Senate will meet once each month with a standard day and time to be determined by a consensus of the current Senate. The standard day and time will be valid for a one year period.
- 1.2 - All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)
- 1.3 - The standard year is defined by the academic calendar of July 1 to June 30.
- 1.4 - The Senate Executive Board will meet prior to the main body of the Senate.
- 1.5 - Parliamentary authority will be followed as described in Article 12.

Section 2 – Special Meetings

- 2.1 - Special meetings of the Senate may be called at the discretion of the Senate President.
- 2.2 - All special meetings shall be open to all, including the press, unless a closed session has been called in accordance with The Brown Act (Education Code, Sections 54950-54959)
- 2.3 - Parliamentary authority will be followed as described in Article 12.

Bylaws 8 - Terms of Office

Section 1 - Executive Board of Officers

- 1.1- Executive Board of Officers term of office will be two years, commencing July 1 and ending June 30 of the second year.

Section 2 -Senators

- 2.1 - Senators of the Senate terms of office will be two years, commencing July 1 and ending June 30 of the second year. Half of the senators will be elected on the odd year with the other half in the even year.

Bylaw 9 - RATIFICATION OF THE BYLAWS

Section 1 – Ratification

- 1.1 - These bylaws will be declared ratified and accepted by a favorable vote of a two-thirds majority of the votes cast in each classified Senate

Ratified by Majority Vote on 9/13/2004, By-law 7 Section 1.4 was amended 10/15/2004.