

Irvine Valley College Classified Senate

Officers, Area Senators, senate committees, and participatory governance committees

Officers

The President, President-Elect, Secretary, Treasurer, and Past-President of the Classified Senate shall be full-time classified employees.

Classified Senate President

- A. The duties of the President shall include, but not be limited to:
 - a. Procuring of information and recommendations being sent to the Board of Trustees by the college and district administration.
 - b. Convening and presiding over Classified Senate general and executive meetings as chairperson. The President shall vote only in the event of a tie.
 - c. Attending the annual IVC Foundation dinner, accompanied by the Classified Senate Employee of the Year, with two tickets to be paid from Classified Senate General or Foundation funds.
 - d. The President (or their designee) shall be the official representative of the Classified Senate to the IVC College Council, the District Chancellor's Cabinet meetings, or any other governance meetings requesting Classified Senate representation.
 - e. Appointing, on the advice of the Officers, Classified Senate members to serve as interim representatives on all committees covered by Article 5, Section 3 until the election process has been completed for such committee positions.
 - f. Calling special Classified Senate meetings when necessary or requested by ten percent (10%) of the Classified Senate Officers or membership-at-large.
 - g. Shall be the liaison for statewide classified senate activities and provide the members with information on statewide concerns.
 - h. Other duties as may be agreed to by the President and the Officers.

Classified Senate President-Elect

- A. Term of office shall be for two years followed by a consecutive two year term as President.
- B. The President-Elect shall serve as Vice President and assume the duties of the President in the President's absence.
- C. The duties of the President-Elect shall include, but not be limited to:
 - a. Keeping the Classified Senate apprised of actions of all committees covered by Article 5, Section 3.
 - b. Attend meetings at the discretion of the President.
- D. Other duties as may be agreed to by the President-Elect and the Officers.

Classified Senate Secretary

- A. Term of office shall be for two years.
- B. The duties of the Secretary shall include, but not be limited to:
 - a. Maintaining, publishing, and distributing the official minutes of all Classified Senate General and Officer meetings.
 - a. Publishing and distributing the agenda of official Classified Senate meetings.
 - b. Maintaining an executive board attendance report and distributing to each Executive Board member after each meeting.
 - c. Board member after each meeting.
 - d. Other duties as may be agreed to by the Secretary and the Officers.

Classified Senate Treasurer

- A. Term of office shall be for two years.
- B. The duties of the Treasurer shall include, but not be limited to:
 - a. Receiving all funds of the Classified Senate and keeping and disbursing same under the discretion of the President and as required by the Classified Senate.
 - b. Keeping all financial records which shall be open at all times to the inspection of the President and the Classified Senate.

- c. Report at each executive and general meeting of the Classified Senate the financial condition of the treasury with a detailed statement of receipts and expenditures and
- d. accounts payable.
- e. Prepare an annual financial report to include the last day of the fiscal year, and provide access to all records, vouchers and statements to the President and the Classified Senate.
- f. Upon leaving office, sign such bank signature cards or other documents necessary for the transfer of all Classified Senate accounts.

Classified Senate Past President

The Past-President is a voting officer as long as they remain a full-time classified employee.

- A. Term of office shall be for two years. The office of Past-President may continue additional year(s) if the President continues additional term(s).
- B. The duties of the Past-President shall include, but not be limited to:
 - a. Assisting the President as needed.
 - b. Attending with the President, the first College Council meeting.
 - c. Attend additional meetings at the discretion of the President.

Area Senators

Each of the represented areas shall elect a minimum of one Area Senator. Runner-up for Area Senator will serve as an Alternate. If there is no runner-up, each Area Senator shall appoint one Alternate for her/himself. Term of office shall be for two years.

- A. The duties of each Area Senator shall include, but not be limited to:
 - a. Attending and actively participating in all general and special meetings of the Classified Senate.
 - b. Communicating between the Classified Senate and their area.
- C. In the event an Area Senator or elected Alternate cannot attend a meeting s/he shall send a designee from their area as a representative.

IVC Strategic Planning Committees

IVC Academic Facilities and Technology Planning Committee (AFTPC)

(Meets every 1st & 3rd Tuesday of the month from 9:30 a.m.-11:00 a.m., unless noted otherwise)

Charge:

- Develop & Implement Strategic Planning Objectives & Strategies
- Academic Program Concepts
- Facility Utilization Recommendations
- Institutional Disaster Management Plan & Campus Safety (In compliance with CSEA contractual requirement, Article 16, Section, 16.1)
- Technology Support Recommendations
- Review and Update of the Educational & Facilities Master Plan
- Enrollment Management (Instruction)

IVC Enrollment Management, Marketing and Management Committee

(Meets every 2nd Thursday of the month from 2:00 p.m.-5:00 p.m in A126, unless noted otherwise)

Charge:

- Develop & Implement Strategic Planning Objectives & Strategies
- Recommend and Review Marketing Materials such as Publications, Video and New Media Tools that Assist Students in Understanding Campus Culture, Academic Programs, and Student Services
- Recommend and review relationships/partnerships with media, high school counselors, other college campuses, and community organizations.
- Support the Planning and Promotion of Key events for the Purposes of Outreach and Student Recruitment and provide Logistical Support to the Office of the President for High-Profile College Events

IVC Institutional Effectiveness Committee (IEC)

(Meets every 3rd Tuesday of the month from 2:00 p.m.-4:00 p.m in A126, unless noted otherwise)

Charge:

- Develop and Implement Strategic Planning Objectives & Strategies
- AB 1417
- Basic Skills
- Research Advisory
- Annual Survey in Collaboration with the Office of the President
- Student Equity Plan
- Regular Update: Irvine Valley College Planning and Decision-Making Manual
- Program Review

IVC Strategic Planning Oversight and Budget Development Committee (SPOBDC)

(Meets every 1st & 3rd Wednesday of the month from 2:00 p.m.-3:30 p.m. in A126, unless noted otherwise)

Charge:

- Regular Evaluation of the Role of Leadership, College Governance, and Decision-Making Processes to Ensure Integrity and Effectiveness
- Distribution of Evaluation Results and Recommended Improvements
- Integration of data into the Planning Process Using Internal and External Data Scans
- Review of the College Mission Statement and the College Goals
- Integration of Program Review Planning Strategies with the Budget Development Process
- Develop and Implement Strategic Planning Objectives & Strategies
- Scheduled Maintenance
- Capital Outlay
- Funding Classified Hiring Priorities
- Resource and Budget Development
- College Process for Budget Development
- Bookstore Contract Negotiations
- Cafeteria Contract Negotiations

IVC Student Success/Access/ Matriculation

(Meets every 3rd Tuesday of the month from 2:30 p.m.-5:00 p.m. in SC260F, unless noted otherwise)

Charge:

- Develop and Implement Strategic Planning Objectives & Strategies
- Review, Critique, Update and Support Matriculation Processes
- Identify and Propose Solutions for Student Access Concerns
- Review, Critique, and Support Student Success Efforts

District Committees

District Health and Welfare Benefits

(Meets Thursdays bimonthly from 2:30 p.m. – 4:00 pm. at the District, unless noted otherwise)

Charge:

- Review and recommend health and welfare benefits

Districtwide Outstanding Classified Employee Selection

(Meets January – March, TBA)

Districtwide Staff Development Day

(Meets January – March, TBA)

IVC Committees

IVC Bookstore Task Force

(Meets 3rd Thursday from 3:00 p.m. – 4:00 p.m. in SC260F, unless noted otherwise)

Charge:

- Bookstore Contract Negotiations
- Review and Address Suggestions/Complaints related to Bookstore Services

IVC Cafeteria Task Force

(Meets 4th Monday from 3:30 p.m. – 4:30 p.m. in SC260F, unless noted otherwise)

Charge:

- Cafeteria Contract Negotiations
- Review and Address Suggestions/Complaints related to Cafeteria Menu/Service

IVC 'Classified Hiring Priority List' Development Task Force

(Meets as needed, TBA)

Charge:

- Review College Classified Hiring Priority
- Recommend Classified Hiring Priority List to College President

IVC Commencement Task Force

(Meets in Spring, TBA)

Charge:

- Plan, organize and execute the Commencement Ceremony

IVC Commencement Speaker Task Force

(Meets in Spring, TBA)

Charge:

- Solicit Commencement Speaker Applications
- If Possible, Recommend, at least 3, Candidates for Commencement Speaker to the College President

IVC Distance Education Task Force

(Meets 1st & 3rd Monday from 1:00 p.m. – 2:00 p.m. in BST118, unless noted otherwise)

Charge:

- Training Standards and Implementation
- Curriculum development and support
- Staffing support for faculty, students, and course development materials
- Evaluation of course deployment, student success, delivery methods, faculty evaluations
- Development and delivery of complete degree and certificate curriculum online

IVC Environmental Sustainability Task Force (ESTF)

(Meets 2nd & 4th Thursday from 3:30 p.m. – 5:00 p.m. in A126, unless noted otherwise)

The Irvine Valley College Environmental Sustainability Task Force (ESTF) is dedicated to providing an organizational resource for gathering, exploring, and developing recommendations that contribute to our knowledge and ability to address environmental and ecological sustainability, both locally and globally. The ESTF engages the college community by helping raise awareness, soliciting individual and group involvement, and facilitating communication in the making of financially informed and environmentally responsible choices that lead to the reduction of our “carbon footprint.” The ESTF is committed to growing through welcoming and engaging all interested individuals within the college and the community.

Charge:

- To provide a place and a process that encourages individuals and groups to share ideas, concerns, and information regarding environmental sustainability;
- To raise awareness and engage the community through constructive dialogue, electronic communication, and activities;
- To work with our college community in developing strategies that support the Five R's of environmental sustainability: refuse, reduce, recycle, reuse, and restore;
- To advocate for promotion of green technologies and sustainability issues in the areas of curriculum, career technical programs, community education, and community service;
- To encourage continuous improvement in college-wide practices and procedures related to environmentally sustainable purchasing and contracting; and
- To develop, recommend, and implement plans that inspire the IVC community toward establishing a zero-waste culture.

IVC Safety Task Force
(Meets TBA)

IVC Scholarship Selection Task Force
(Meets in Spring, TBA)

Charge:

- Review Applications: Student Scholarships
- Recommend Student Scholarship Awards
- Review and Revise Scholarship Application Process
- Review and Revise Scholarship Ceremony
- Assign Implementation to Operational Units

IVC Teacher of the Year Task Force
(Meets in December, TBA)

Charge:

- Review Applications: Teacher of the Year (Full-Time Faculty; Adjunct Faculty; and Emeritus Faculty)
- Recommend Teacher of the Year (Full-Time Faculty; Adjunct Faculty; and Emeritus Faculty)

IVC Technology Task Force

(Meets 1st & 3rd Monday from 1:00 p.m. – 2:00 p.m. in BST118, unless noted otherwise)

Charge:

Maintaining, upgrading as well as expanding existing technology at the College and integrating this information into a College-wide comprehensive plan, contingent upon funding as follows:

- Equipment (hardware)
- Software
- Management
- Security
- Organization and staffing
- Staff development and training
- Budget
- Linkages between systems (connectivity)
- Implementation timeline

Classified Senate Committees

All areas will have three representatives and two alternates based on number of votes.

Classified Staff Development Activities

(Meets as needed, TBA, as determined by current members)

This committee is charged with planning the IVC Classified Staff Development Half Day and any other staff development activities that would be open to all Classified Staff.

Classified Constitution and Bylaws

(Meets as needed, TBA, as determined by current members)

This committee reviews the Classified Senate bylaws a minimum of once a year, and as necessary.

Classified Fundraising

(Meets every 3rd Wednesday of the month from 9:00 a.m.-9:30 a.m. in SC171, or as determined by current members)

This committee oversees and makes recommendations to the Classified Senate for all fundraising activities, for coordinating and planning social activities and honoring deserving staff members of the Classified Senate.

Classified Green Alternatives

(Meets 1st & 3rd Friday of the month from 9:00 a.m.-9:30 a.m. in SC171, or as determined by current members)

This committee is charged with motivation and education of classified employees regarding green practices in the workplace, and organizing fundraising activities specific to green practices and education. This committee's charge will be reviewed and updated annually, as the needs of the college change and grow.

- One committee member will be appointed by the committee to act as a representative to the IVC Environmental Sustainability Task Force and will report back to the committee and the Classified Senate.
- One committee member will be appointed by the committee to act as a representative to the ASIVC Green Team Alliance and will report back to the committee and the Classified Senate

Classified Nominating

(Meets March – May as needed via email, or as determined by current members)

This committee oversees the nominations and elections process including the preparation, distribution, counting of the ballots, and certifying of the election results. This committee shall, on an as-needed basis, solicit names of classified employees interested in serving on hiring committees and shall forward the names to the Officers for consideration and appointment. This committee is responsible for maintaining an updated list of current employees and reports any changes to the Classified Senate.

Classified Scholarship Selection

(Meets in Spring, TBA)

This committee reviews and selects all qualified applicants for Classified Senate Scholarships and makes recommendations to the Classified Senate each year on the amount, number, and criteria for scholarships to be awarded.