

**Making
Decisions at
Moorpark College
2008-2010**

Moorpark College Mission Statement

As a public community college, Moorpark College offers programs and services accessible to the community. Drawing from a student-centered philosophy, Moorpark College creates learning environments that blend curriculum and services in providing to students:

- Introductions to the broad areas of human knowledge and understanding;
- Courses required for university transfer and career preparation or advancement;
- Skills in critical thinking, writing, reading, speaking, listening, and computing;
- Exposure to the values of diversity locally, nationally, and internationally;
- Extracurricular activities that promote campus community involvement and personal development;
- Preparation for the challenges and responsibilities of life and change in a free society and the global community.

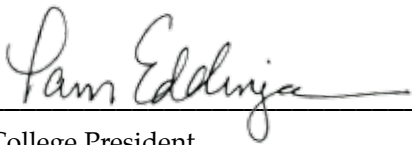
Introduction to
Making Decisions at Moorpark College
Fall, 2008 - Spring, 2010

The purpose of this document is to describe the structure and operating agreements for making decisions at Moorpark College. These processes put into practice the mechanisms through which the voices of the college's constituent groups are heard in making decisions.

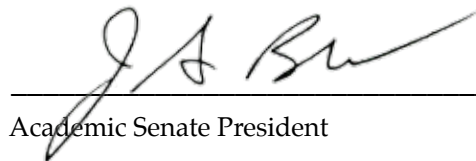
This document describes the four primary facets of the college decision-making process:

- Section 1: The college culture
- Section 2: Type and structure of groups that develop recommendations
- Section 3: Timelines and sequences for key college decisions
- Section 4: College planning and assessment

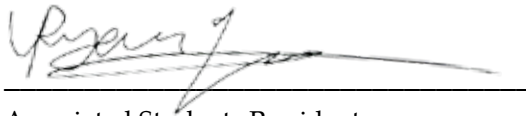
The contents of this document represent the collegial consultation structure and procedures that have been agreed upon by the undersigned faculty, classified staff, and administrative representatives of Moorpark College.



College President



Academic Senate President



Associated Students President



Classified Senate President

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SECTION 1: THE COLLEGE CULTURE

Operating Agreements for Making Decisions

The college culture impacts decisions in both formal and informal ways. The following points describe the philosophy and practices that define the operating agreements of Moorpark College processes.

Culture of Collegiality

The college culture is marked by collegiality and respect for others' roles. This is demonstrated by the practice that committees are co-chaired by a faculty or staff member and an administrator. With the exception of the Curriculum and Fiscal Planning Committees, the faculty or staff co-chair is selected by the rest of the committee. Administrative co-chairs are appointed by the Executive Vice President or Vice President of Business Services.

Culture of Dialogue

Sharing ideas is valued. Meetings often begin with committee co-chairs presenting the issues to be resolved. Whether or not a solution is proposed, the second step in committee work is brainstorming. Committee members ask questions and suggest ideas with the expectation that other group members will withhold criticism until the final stages of developing a recommendation. Divergent views are fully explored in keeping with the belief that the best decisions are reached once the group has explored options. Final recommendations are typically reached by consensus rather than voting.

Culture of Inclusiveness

The college strives for transparency and a *no-secrets* approach to decision making, operations, and communication. Everyone who will be impacted by a decision is encouraged to be involved in shaping the recommendation.

The schedule for committee meetings is distributed college-wide at the beginning of each academic year and committee meetings are usually open to all members of the campus community. In addition, committee minutes are posted on the college intranet. Frequent all-users emails and open discussion meetings are vehicles to keep the college community involved and updated on issues and decisions. Town Hall meetings are convened at least once a semester as a venue for general discussions of current interest and *Y'all Come* meetings are open invitation meetings to brainstorm about specific topics.

Culture of Evidence

The college relies on evidence to make decisions. This operating agreement to rely on evidence is institutionalized through two key mechanisms:

- Standardized data for decision-making
Recommending groups use the annual *Institutional Effectiveness Report* and *The Program Planning Data Report* for foundational data in making recommendations. Since college groups rely on the same data, there is ease in transfer of information from one group to another and greater accuracy in the interpretation of the data.

- Planning cycle of college committees
Each committee establishes goals at the beginning of the year and documents progress toward those goals in an end-of-year report. The annual reports are distributed college-wide each fall to launch the next year's committee work and are archived on the college intranet to facilitate communication and provide the history of how / when / where decisions are recommended.

Culture of Innovation

The college community is proud of its reputation as an institution that supports innovation in instructional programs and student services. This support is evident in:

- An acceptance of change with an attitude of "Let's try"; and
- A no-fault approach to the analysis of results produced by the innovations, articulated by reassuring those who experiment with, "It's OK."

Culture of Student Learning

The organizational structure of Moorpark College is based on a goal of serving students more effectively by integrating instruction and student services. This student learning philosophy is drawn from several concepts in educational theory, research, and organizational theory:

- The student is the center of the learning enterprise.
- Institutions unwittingly create barriers for students by dividing a college into two houses: instruction and student services.
- The emphasis in education shifts from strategies to improve *teaching* to those that improve *learning*.
- The responsibility for learning shifts to students while the institution remains accountable to document that the enriching activities and assignments truly result in student learning.
- To be maximally effective, colleges must be learning institutions both horizontally and vertically:
 - As administrators, instructional and student services faculty and staff become aware of many ways that students need to connect with the college for success, the college community is more likely to view students holistically;
 - As administrators assume new responsibilities they learn about those previously unfamiliar aspects of the college; and
 - As colleagues interact they learn about previously unfamiliar aspects of the college.

Roles of faculty, staff, students, and administrators in making decisions

Decisions at Moorpark College are shaped in an open structure that puts into practice the spirit and principles of participatory governance and a student-learning approach.

Members of the college community have the authority and responsibility to make recommendations in matters appropriate in scope to their roles in the college. The scope for each constituent group as outlined below is derived from the California Code of Regulations, the Ventura County Community College District Board Policy, senate constitutions, college / district practices, procedures, and job descriptions. The relevant sections of the California Code of Regulations are included in an appendix of this document.

Role of Faculty

Full- and part-time faculty members are provided with opportunities to participate in the formulation and development of college recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

For purposes of college and district governance, faculty members are represented by an **Academic Senate**. Moorpark College's Academic Senate was formed in the 1970s to represent the faculty in making recommendations to the college administration and the Board of Trustees on academic and professional matters, which are specifically defined as:

- › curriculum, including establishing prerequisites and placing courses within disciplines;
- › degree and certificate requirements;
- › grading policies;
- › educational program development;
- › standards or policies regarding student preparation and success;
- › district and college governance structures, as related to faculty roles;
- › faculty roles and involvement in accreditation processes, including self-study and annual reports;
- › policies for faculty professional development activities;
- › processes for program review;
- › processes for institutional planning and budget development; and
- › other academic / professional matters, mutually agreed upon between the governing board and the academic senate

The governance bodies created to fulfill this section of Title 5 are summarized on the next page. The constitution and by-laws of the Moorpark College Academic Senate, most recently reviewed and revised effective June 1, 2007, is available on the college intranet and in an appendix of this document.

Implementation of Title 5 Section 53200 at Moorpark College

Academic and Professional Matters	Corresponding College Governance Body
1) Curriculum	
2) Degrees / Certificates / Proficiency Awards	Curriculum Committee
4) Educational Program Development	
3) Grading Policies	
5) Standards on Student Preparation	Academic Senate
6) Faculty Roles in Governance	
7) Accreditation and Planning	Education, Facilities, Technology Committees on Accreditation and Planning
8) Faculty Professional Development	Faculty Development Committee
9) Program Review	Education Committee on Accreditation and Planning
10) Planning and Budget Development	Fiscal Planning

The Ventura County Community College Board of Trustees agrees in Board Policy 2510 to function with the colleges' Academic Senates in academic and professional matters by mutual agreement, which means that faculty and administrators will work in good faith to reach agreement on academic and professional matters. In instances where mutual agreement with an Academic Senate is not reached, the Board commits that its decision will be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context.

For purposes of collective bargaining, faculty members are represented in collective bargaining by a chapter of the **American Federation of Teachers**, which operates under a contract negotiated and approved by its members. The two bodies that represent college faculty are compatible; the Academic Senate is responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Role of Classified Staff

Classified staff members are provided with opportunities to participate in the formulation and development of district and college recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

For purposes of college and district governance, classified staff members have formed a **Classified Senate** to provide classified staff with an opportunity to participate effectively in district and college governance in the areas that are outside the scope of collective bargaining and that have or will have a significant effect on staff. The constitution and by-laws of the Moorpark College Classified Senate, is currently being revised and will be posted on the college intranet once these are completed.

The Ventura County Community College District Governing Board agrees in Board Policy 2510 that recommendations and positions developed by classified staff are given every reasonable consideration prior to the Board taking action on a matter having a significant effect on classified staff.

Classified staff members are represented in collective bargaining by the **Service Employees International Union** which operates under a contract negotiated and approved by its members.

Role of Students

Moorpark College's Associated Students is recognized by the college as the representative body of the students. In their role representing all students, they offer opinions and make recommendations to the administration of the college and to the governing board with regard to district and college policies and procedures that have or will have a significant effect on students. The specific areas of their purview are:

- grading policies;
- codes of student conduct;
- academic disciplinary policies;
- curriculum development;
- courses or programs which should be initiated or discontinued;
- processes for institutional planning and budget development;
- standards and policies regarding student preparation and success;
- student services planning and development;
- student fees within the authority of the district to adopt; and
- any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

The Ventura County Community College District Governing Board agrees in Board Policy 2510 to provide students with an opportunity to formulate recommendations through council/committee participation and to give the recommendations and positions developed by students every reasonable consideration. Similarly, the Academic Senate consults with the Associated Students prior to making recommendations that impact student interests.

Role of Administrators

Moorpark College's administrative staff includes a total of 14 administrators: three senior administrators, eight academic deans, one academic assistant dean (director), and two directors (classified managers). The college's organizational chart in this document outlines the scope of responsibility for each position; further details about specific job responsibilities of each position are available in the job descriptions housed in the district Human Resources department.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, and in addition to the supervision of budgets, personnel, and related operational responsibilities, college administrators are responsible to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the college in conjunction with the Chancellor;
- Plan, organize, direct and evaluate the activities of the college pursuant to district and college mission and goals as set forth by the Board of Trustees; report on college achievement of district and college goals;
- Plan and recommend the instructional and student services programs, college budget, and organizational structure of the college;

- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the college's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the college's programs and services;
- Ensure that the college's educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, district policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and college faculty and staff for college's educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

SECTION 2

TYPE AND STRUCTURE OF GROUPS THAT DEVELOP RECOMMENDATIONS

The decision-making process at Moorpark College is grounded in respect for the roles and scope of authority of each of the college's constituencies. This is most clearly demonstrated by committee members' understanding and acceptance that their work product is a recommendation to a specific person or group.

At Moorpark College, groups that contribute recommendations to the decision-making processes are organized into three categories based on the group's responsibilities and their source of authority. The groups in all three categories are essential to the involvement of the college community in making decisions and being informed about issues of college-wide importance.

Governance Groups

Governance groups are those whose authority is derived from law and regulation, either as written expressly in the law/regulation or as delegated by another group that possesses said authority.

Recommendations developed by governance groups flow through on-campus processes in a sequence before being forwarded to the College President (refer to Section 3 for this time line/sequence for key college decisions). The College President reviews the recommendations, and either returns the recommendation for further consideration by the governance group or directs implementation of the recommendation. When a recommendation has district wide impact, the College President forwards the recommendation for review by the appropriate district body.

- Governance Groups: Senates
Each is a senate-of-the-whole, meaning that their membership includes all members of constituent group. Therefore, the voices of the faculty, staff, and students are heard in college/district conversations through their representatives who make up an executive council elected by the larger constituent group. The three senates were described in the previous section and the constitutions and bylaws for Academic Senate and Associated Students are included in an appendix of this document.
- Governance Groups: Standing College Committees
In addition to the Academic Senate Executive Council, the Moorpark College Academic Senate has authorized six standing committees to execute their responsibilities on academic and professional matters identified in law and regulation (Education Code 53200 © and Assembly Bill 1725). The specific charter and membership for each of these standing committees are detailed later in this section.

Although the Academic Senate Executive Council is not required to approve recommendations made by the Standing Committees, it regularly reviews committee reports. If the Academic Senate Executive Council has concerns about a committee recommendation, the council charges the Academic Senate President to submit a letter explaining the concern to the appropriate administrator.

Organizational Groups

Four councils have been developed at Moorpark College to coordinate and fulfill operational, procedural, and policy implementation in the college. The purpose of the groups is to assist the College President in implementing the strategic plans and policies of the Chancellor and the Board of Trustees, and the authority for the members of each group is derived from the Board of Trustees by appointment to positions within the college.

- Administrative Council: All college administrators (College President, Executive Vice President, Vice President of Business Services, Deans, and Directors) meet monthly to review Board actions, discuss issues of college wide impact, and share news from various areas of responsibility.
- Deans' Council: The Deans and Executive Vice President meet weekly to review operational issues and share news from various areas of responsibility.
- Student Services Council: The lead faculty / staff in each student service program, Deans of Student Learning who supervise student service programs, Executive Vice President, and a representative of Associated Students meet monthly to coordinate events, synchronize Program Plans as appropriate, and coordinate processes for program improvement.
- Vice Presidents' Council: The College President, Executive Vice President, and Vice President of Business Services plus others as appropriate meet weekly to prepare Board actions, discuss issues of college-wide impact, and coordinate activities from various areas of responsibility.

Advisory Committees

Advisory committees are formed at Moorpark College as a venue for college wide conversations on topics chosen by the college as important and worthy of concentrated college-wide energy. These groups are not required by law or regulation. The groups are charged by the College President to perform specific functions that benefit the college community. For the current academic year, the advisory committees are:

- Campus Environment: This group monitors campus-wide issues relating to campus use, development and environment. Recommendations from this group are dedicated to:
 - Campus aesthetics
 - Operations and maintenance of facilities
 - Best uses of the Campus Improvement Fund
 - Responsible environmental practices
- Learning Communities: This group monitors campus-wide issues relating to Learning Communities. Recommendation from this group are dedicated to:
 - Consideration of Learning Communities proposal
 - Analysis of balance of offering overtime
 - Proposals of professional development
 - Proposals of assessment process for the Learning Communities program and resulting program improvement

- PACE: This group monitors campus-wide issues relating to the Program for Accelerated College Education (PACE). Recommendations from this group are dedicated to:
 - The College philosophy and procedures for PACE
 - Responding to student needs for access to education through alternative scheduling
 - Education and outreach to the campus and community about PACE
 - Communicating with concerned groups (Academic Senate, CTEA advisory committees, etc...) about the development and outcomes of PACE
- Safety: This group monitors campus-wide issues relating to safety issues affecting college faculty, staff, and students. Recommendations from this group are dedicated to:
 - Education of the campus community regarding safety issues
 - College safety issues raised by members of the college community
 - Emergency preparedness materials and training
- Wellness: This group monitors campus-wide issues relating to health issues affecting college faculty, staff, and students. Recommendations from this group are dedicated to:
 - The college philosophy and procedures concerning health issues
 - The identification of health issues warranting campus awareness
 - Education of the campus community regarding health issues

Project Groups

Project groups are formed at Moorpark College to complete a specific task that has college-wide impact and benefits the college community. For the current academic year, the project groups are:

- Multi-cultural Day: This group plans and implements an alternative learning day that is presented in mid-April to expand multi-cultural awareness and education.
- One Campus, One Book: This group coordinates campus involvement in selecting a book for use across the curriculum as well as activities related to the selected book.
- Year of ...(college theme): This group coordinates college projects and speakers focused on the college theme.

2006-2007	Year of Science and Religion
2007-2008	Year of the Environment
2008-2009	Year of Democracy
2009-2010	Year of Service

Membership in College Groups

College groups are populated through various methods contingent on the source of authority on which the group is based.

- Governance Groups: Senates: Each senate is a senate-of-the-whole. The larger constituent group elects representatives to the Executive Councils.
- Governance Groups: Standing College Committees:
The membership of each standing committee is outlined in the next section. Members are selected as follows:
 - Faculty members are elected by their department or division (depending on criteria established for the governance group) and recommended to Academic Senate for appointment.
 - Administrators are appointed by the Executive Vice President or Vice President of Business Services.
 - Staff members are selected by the position they hold in the college or by elections conducted by the Service Employees International Union.
- Organizational Groups: Membership is determined by the position held within the college.
- Advisory Committees: Membership is voluntary. These committees are generally representative of the college constituencies most appropriate to the charge of the group.
- Project Groups: Membership is voluntary.

Charter for Standing College Committees

Committee on Accreditation and Planning – Education

A. Charter

The Education Committee on Accreditation and Planning, a standing college committee, makes recommendations to the College President on college-wide planning and accreditation issues related to educational programs and student services.

The **planning component** under the purview of the Education Committee on Accreditation and Planning includes:

- Program Plans: refining the annual program plan template as needed and establishing/monitoring the time line, and
- Educational Master Plan: defining the format for the Educational Master Plan and establishing/monitoring the time line, and recommending approval of the final document.

The **accreditation component** under the purview of the Education Committee on Accreditation and Planning include:

- Monitoring and evaluating the preparation of documents required by the Accrediting Commission for Community and Junior Colleges, and
- Monitoring/evaluating/documenting progress on self-study plans developed by the college as well as the recommendations from the visiting team.

B. Membership

Co-chairs: Dean appointed by the Executive Vice President

Faculty member appointed by the Academic Senate
Executive Council

Members: Executive Vice President

Vice President of the Academic Senate

All Department Chairs and Coordinators or designees

All Deans

Institutional Research Coordinator

Two representatives of the Student Services Council

One student appointed by Associated Students

C. Sub-committees

Basic Skills (ad hoc, 2008-2010)

Market Place Collaborative (ad hoc, 2008-2010)

Alternative Delivery (ad hoc, 2008-2010)

Committee on Accreditation and Planning – Facilities

A. Charter

The Facilities Committee on Accreditation and Planning, a standing college committee, makes recommendations to the College President on college-wide planning and accreditation issues related to facilities for educational programs and student services.

The **planning component** under the purview of the Facilities Committee on Accreditation and Planning is the Facilities Master Plan.

The **accreditation component** under the purview of the Facilities Committee on Accreditation and Planning include developing plans to address any self-study recommendation or visiting team recommendations that refer to facilities.

B. Membership

Co-chairs: Vice President of Business Services
Faculty member appointed by the Academic Senate
Executive Council

Members: Two faculty members from each Student Learning Division
appointed by the Academic Senate Executive Council
Director of Facilities, Maintenance & Operations
Two Deans selected by the Executive Vice President
One representative from Information Technology
One representative from the Student Services Council
One student appointed by Associated Students

Committee on Accreditation and Planning – Technology

A. Charter

The Technology Committee on Accreditation and Planning, a standing college committee, makes recommendations to the College President on college-wide planning and accreditation issues related to technology for student, faculty, and staff use across the campus.

The **planning component** under the purview of the Technology Committee on Accreditation and Planning includes:

- Development and annual review / update of the Technology Master Plan,
- Maintenance of an annual technology inventory, and
- Identification and prioritization of technology-related issues identified in the annual program plans.

This committee recommends funding for technology based on an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware.

The **accreditation component** under the purview of the Technology Committee on Accreditation and Planning includes developing plans to address any self-study recommendation or visiting team recommendations that refer to the use of/ needs of technology for students, faculty, and staff.

B. Membership

Co-chairs: Vice President of Business Services

Faculty member appointed by the Academic Senate
Executive Council

Members: Two faculty members from each Student Learning Division
appointed by the Academic Senate Executive Council

Three Deans/Directors selected by the Executive Vice President

Learning Resources Supervisor

One representative from Information Technology

One representative from the Accessibility Coordination Center and
Educational Support Services

One student appointed by Associated Students

Curriculum Committee

A. Charter

The Curriculum Committee, a standing college committee, reviews and recommends to the College President all new courses, new programs, modifications to existing courses and programs, and graduation requirements. This committee's charge includes these academic and professional matters as identified in Education Code 53200(c):

- curriculum, including establishing prerequisites and placing courses within disciplines;
- degree, certificate requirements, proficiency awards; and
- educational program development.

B. Membership

Participants make a minimum 2-year commitment to serve on the Curriculum Committee. Members are identified in the spring of each year. Training required for serving on this committee is conducted during fall flex week.

- Co-chairs: Executive Vice President
 Faculty member appointed by the Academic Senate
 Executive Council
- Members: One or two members from each Student Learning Division
 appointed by the Academic Senate Executive Council
 President of the Academic Senate (Ex Officio)
 One faculty representative of Library / Learning Resources
 Articulation officer
 Three Deans appointed by the Executive Vice President
 One representative from the Accessibility Coordination Center and
 Educational Support Services
 One faculty member appointed by AFT
 One Associated Students' representative who serves in an advisory
 role
- C. Sub-committees:
- Distance Education (discontinued 2009-2010, reintegrated into Technical Review)
 - General Education
 - Honors Program
 - Technical Review

Faculty Development Committee

- A. Charter
- The Faculty Development Committee, a standing college committee, makes recommendations to the College President on the direction and evaluation of professional development activities for full-time and part-time faculty, including:
- Define an annual theme for campus Faculty Development tied to one or more of the college's institutional effectiveness goals, set annual goals for professional development activities, and evaluate effectiveness of each year's program;
 - Evaluate new faculty orientation;
 - Plan and implement Fall Flex Week activities;
 - Plan and implement year-round Flex opportunities, including Teaching/ Learning Lunches; and
 - If funds are available, administer, allocate funding, and evaluate results of an annual professional development mini-grant program.

B. Membership

Co-chairs: Dean appointed by the Executive Vice President

Faculty member appointed by the Academic Senate Executive Council

Members: One faculty member from each Student Learning Division appointed by the Academic Senate Executive Council

One faculty member appointed by AFT

One Dean/Director appointed by the Executive Vice President

Fiscal Planning Committee

A. Charter

The Fiscal Planning Committee, a standing college committee, makes recommendations to the College President on the planning, monitoring, and evaluating the college-wide fiscal operation. The specific tasks of this committee are:

- Annually review the District Budget Allocation Model and make recommendations for changes as necessary
- Monitor processes for developing the college General Fund budget in alignment with Program Plans
- Review emergent budget needs and constraints
- Implement the annual Classified Position Request Hiring Priority process.

B. Membership

Co-chairs: Vice President of Business Services

Academic Senate President

Members: All Department Chairs and Coordinators or designees

Director of Facilities, Maintenance, and Operations

Three Deans appointed by the Executive Vice President

Three classified representatives

One faculty member appointed by AFT

One Classified Supervisors' representative

One student appointed by Associated Students

Executive Vice President: advisory, non-voting

SECTION 3: TIMELINES AND SEQUENCES IN KEY COLLEGE DECISIONS

The charts in this section present the sequences in key college decisions and a time line for the processes.

Curriculum:

The first chart in this section outlines the steps for proposing new and revised courses and programs.

Allocating resources:

- #1 How is the priority list developed for full-time faculty?
- #2 How is the priority list developed for full-time classified staff?
- #3 How is the next fiscal year's budget developed for priorities other than staffing?

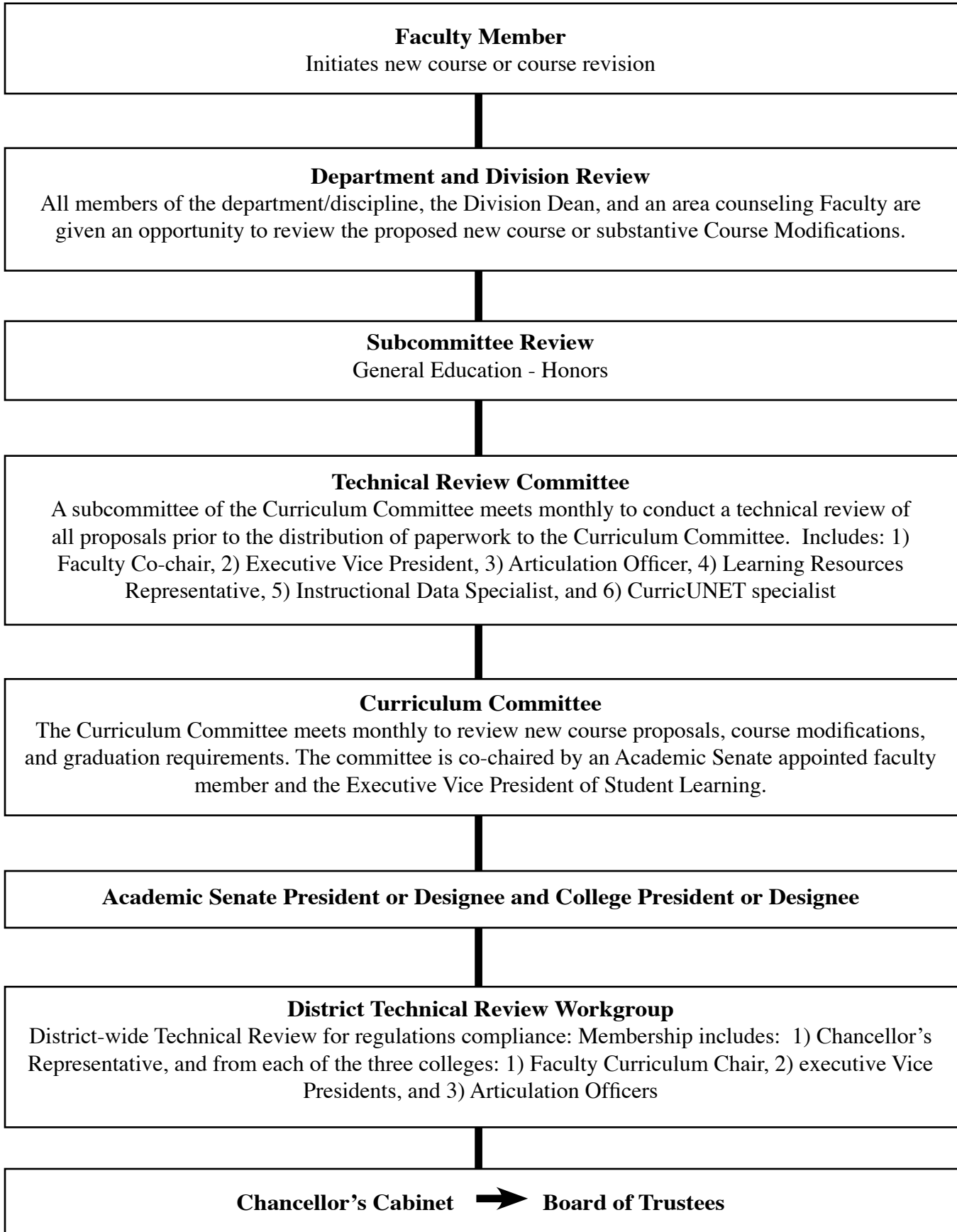
Program review and planning:

How does the college participate in the development and review of program plans?

Model Consultation Process:

This chart illustrates the route of an issue or proposal in a model consultation process.

Curriculum Flow Chart



Allocating Resources: How is the priority list developed for full-time faculty?

September

College programs review and update the tentative Annual Program Plans submitted in spring. Final Program Plans due in late September.

Deans and Directors ensure that faculty and staff in their area participate in developing and updating the Annual Program Plans.



October

In early October, members of the Deans' Council and the Academic Senate Executive Committee receive copies of all program plans that include requests for full-time faculty positions.

The requests for full-time faculty positions are reviewed within the context of that program's overall plan and college-wide needs.

In mid/late October, the Joint Committee of the Deans' Council and Academic Senate Executive Committee jointly evaluate the full-time faculty requests and prepare a list of recommended priorities of full-time faculty positions to be hired.



October/November

The joint recommendation is presented to the College President for review and approval.

If the College President's ranking of full-time faculty positions differs from the joint committee's recommendation, she will consult with the Academic Senate and Deans' Council prior to making a final decision.

In November, the College President will distribute the list college-wide and will determine the number and timing of positions to be announced as soon as possible for fall hires.

Allocating Resources: How is the priority list developed for classified staff?

November/December

In Student Learning Divisions, faculty, staff, and Deans collaboratively identify needs for regular classified staff, meaning classified positions that are permanent and ongoing, and may be full-time, part-time, or seasonal.

In College Services areas, Directors and staff collaboratively identify needs for regular classified staff.

Justifications are based on college planning documents and program reviews.



January/February

Deans, Directors, and appropriate faculty/staff present justifications to the Fiscal Planning Committee.

The Fiscal Planning Committee reviews requests and prepares prioritized list of needed regular classified positions.

To ensure campus-wide communication, the prioritized list is distributed to Divisions/Departments/Programs.



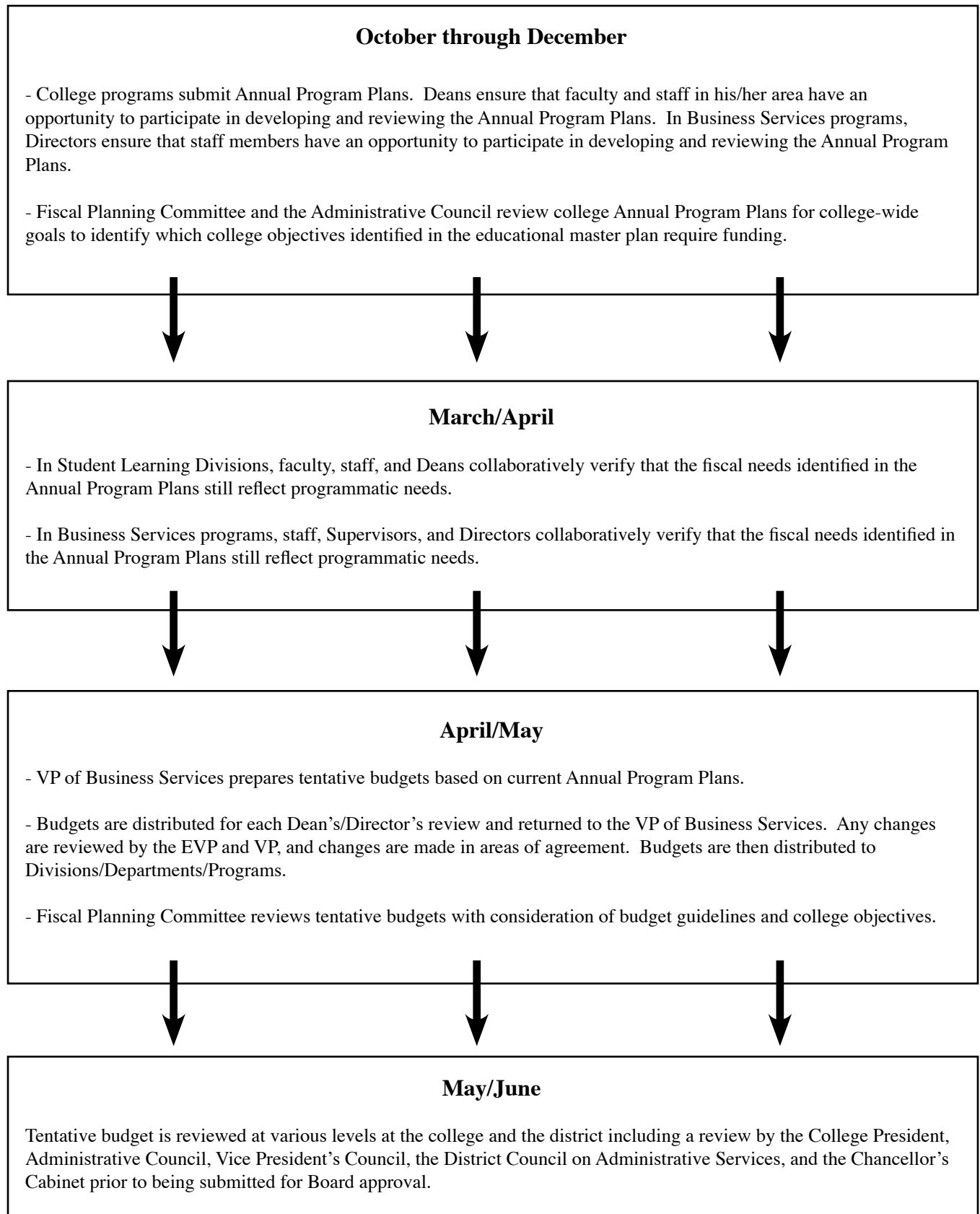
March

The priority list is presented to the College President for review and approval.

The College President will consult with the Fiscal Planning Committee and other appropriate groups if the President's final decision differs from the Fiscal Planning Committee recommendations.

The College President will distribute the priority list college wide and will determine the number and timing of positions to be announced.

Allocating Resources: How is the next fiscal year's budget developed for priorities other than staffing?



Program review and planning: How does the college participate in the development and review of program plans?

August/September, 2009

A summary report on the status of the college's programs as reviewed in the 2009-2010 program plans is prepared by the EVP, VP, and the Co-chairs of Ed CAP. The Co-chairs of Ed CAP then present this summary to the following college groups: Ed CAP, Academic Senate, and Administrative Council.

Following the campus reports and distribution of the summary college wide, the President forwards the report to the Chancellor and the Board of Trustees.

The EVP and VP call for the final version of the **Program Plans** to be used as the basis for priorities in the academic year.

The Institutional Researcher meets with Deans and program leaders to:

1. Document the final status on the 2009-2010 **Work Plans**
2. Assist in completing Columns 4 and 5 (Results and Use of Results)

Final **Program Plans** are due in late September.



November/December 2009

In November, the Education Committee on Accreditation and Planning (Ed CAP) reviews and revises as necessary the template and process for the 2010-2011 Program Plans.

In December, Ed CAP presents the Program Plan template and process the Academic Senate for review and approval.

January, 2010

In January, the Institutional Researcher meets with Deans and program leaders to

1. Review the status of 2009-2010 Work Plans on program improvement
2. Review program data and prepare Program Plan document; Columns 1-3 review SLO portion and report progress for 2010-2011 Program Plans
3. Establish Work Plans for 2010-2011 to achieve and measure the outcome



March/April, 2010

March: College programs submit a **tentative Program Plan** for 2010-2011

March/April: The Executive Vice President and Vice President of Business Services conduct a technical review of the **tentative Program Plans** for 2010-2011 with Deans and program leaders. The purposes of this technical review are to:

1. Provide feedback on the Program Plan
2. Agree to a status for each program: **growth, maintenance, or pay attention**
3. Discuss fiscal impacts of the program plans

March/April: Deans and program leaders develop Work Plans with assistance from the Institutional Researcher as appropriate.



May, 2010

The EVP makes the tentative Program Plans available to the college community for review on the MCSShare.

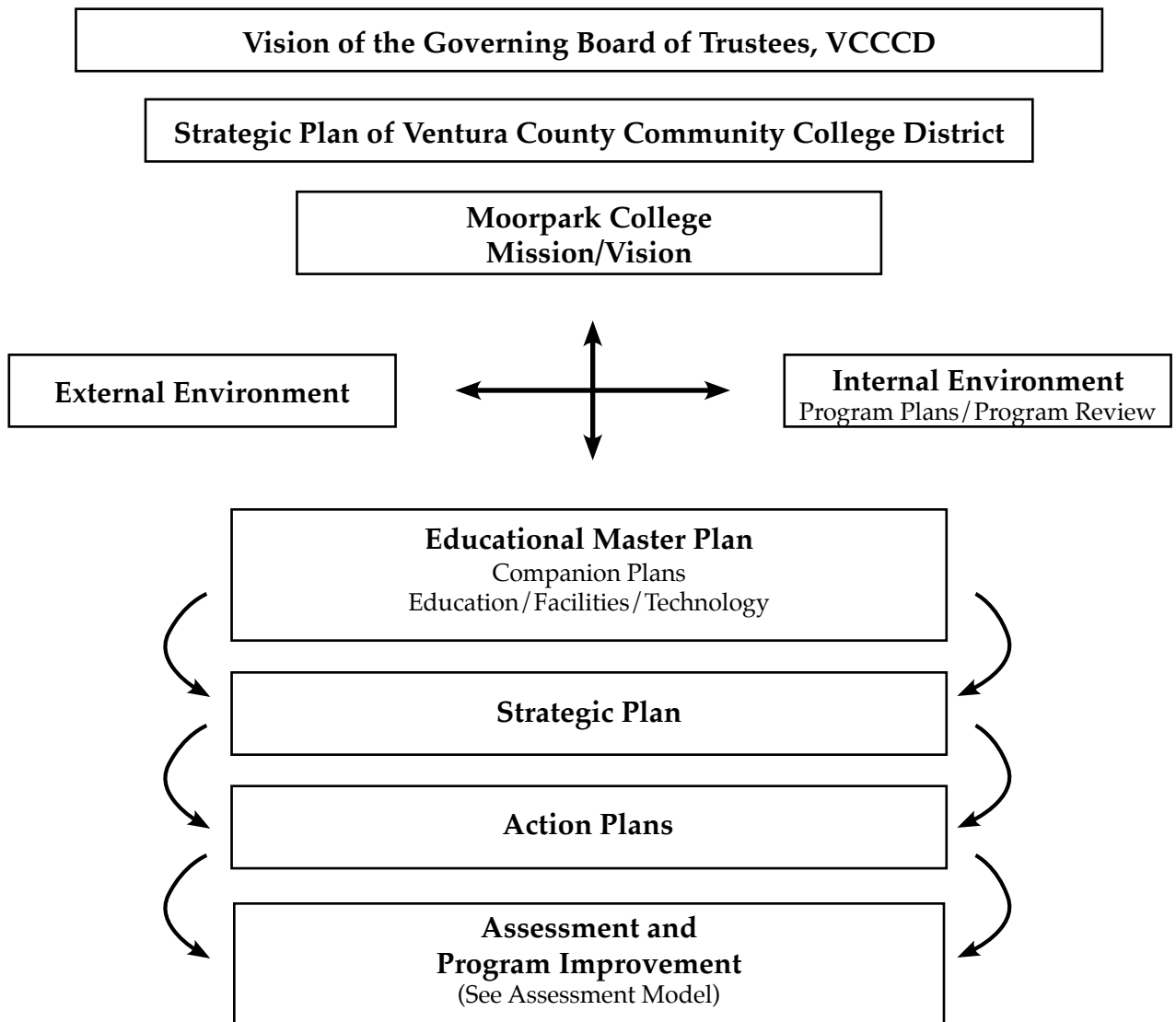
Route of a Proposal in a Model Consultation

Places and People	Actions
Initiator	Issue/Proposal generated by individuals through the venue of a standing committee; Presidential charge.
Standing Committee Agenda	Issue/Proposal gets on the standing committee and discussion is initiated.
Councils and Senates	Issue/Proposal enters consultation. Presentation/ Information dissemination to councils and senates whose scope of responsibility covers the Issue/ Proposal comments and concerns gathered consensus, or majority / minority opinions clarified.
Standing Committee Agenda	<p>Consultation results inform standing committee discussion.</p> <p>Standing Committee makes recommendation to President. In case of consensus, a single recommendation is forwarded. Should substantial divergent opinion(s) emerge during the consultation process, the Standing Committee may choose to present its recommendation with a minority opinion(s).</p>

**SECTION 4:
COLLEGE PLANNING AND ASSESSMENT**

The College Planning Model and the College Assessment Model were developed and approved college-wide in spring 2004 and continued to evolve through spring 2007. The planning model and the assessment model contain products from a decade of work by members of the college community. That work included faculty, staff, and administrators attending workshops and conferences, discussing the issues on campus, and fostering a culture of evidence by encouraging a shift toward data-driven decision-making in program plans. Over time, this work culminated in the creation of structures and processes for planning and assessment that are comprehensive enough to meet college needs, yet flexible enough to fit the college culture. A schematic of the Planning Model is as follows:

The College Planning Model: A Schematic



College Planning Model: A Glossary

The schematic summarizes the College Planning Model. The following glossary explains each element in the model.

Vision of the Governing Board of Trustees, VCCCD

The Board of Trustees of VCCCD communicates its Mission and Vision through Board Imperatives and Objectives that provide guidance to the district-wide planning.

Strategic Plan of Ventura County Community College District

Through a district-wide planning process, the Chancellor of VCCCD translates Board Imperatives and Objectives into a District Strategic Plan that provides guidance to the constituent colleges in their campus planning process.

Moorpark College Mission/Vision

The College Mission/Vision, which flows from the Vision of the Governing Board, guides dialogue and decision-making in the planning process.

External Environment

External scans include feedback from economic forecast reports and community reports. This information is summarized for the college in the *Institutional Effectiveness Report* and incorporated into the planning dialogue at the Annual Planning Retreat (Fall Fling).

Internal Environment

Each program at the College completes a Program Plan that includes the following elements: 1) program health and productivity data analysis, 2) environmental scans, advisory committee reports, and future projections, 3) resource needs in connection to future projections, and 4) program assessment and program improvement. The Program Plans provide information on the College's internal environment and receive external feedback through external advisory groups. The Program Plans provide the primary link to the budget allocation process. They also guide the formation of Action Plans (college and program level) for the College.

Educational Master Plans

- 10 year plan which charts the district's long-term course based on internal scans, external scans of the community, and enrollment projections
- Focuses on change and improvement to address identified challenges
- Serves as the umbrella for district short-term planning
- Serves as the foundational document for the Technology Plan and the Facilities Plan
- The document is brief, balanced in perspective, and broad in scope
- Provides a snapshot of the college's instruction, student services, and support systems
- The Educational Master Plan may be updated if warranted by a major change of conditions or when the term of the Educational Master Plan expires. The Institutional Planning Committee recommends updates of the Educational Master Plan to the President.

This master plan and its companion plans – the Facilities and Technology Master Plans – provide the strategic planning framework for the college. This integration of the three master plans keeps the college on a consistent course guided by the needs of the college’s future students.

The Educational Master Plan includes four sections:

- Background and Introduction
- Internal and External Environmental Scan
- Summary and Projections for Programs
- Challenges and Recommendations for Strategic Planning

The Facilities Master Plan links projections for the growth of each college program to the college’s physical plan.

The Technology Master Plan links projections for growth of each college program to needs for supporting technology.

Strategic Plan

- Sets three-year goals derived from/based on the Educational Master Plan recommendations
- Goals are stated as strategic directions, which
 - define a process for implementing the Educational Master Plan recommendations, and
 - identify specific measurable outcomes (quantitative and qualitative)
- Each strategic direction is further operationalized by action steps, which
 - describe the specific steps that will be taken to achieve the strategic objectives,
 - identify indicators of success, timelines, and responsible parties
 - reflect in the governance structure of the college, and infuse all level of *Action Plans*.
They are the touchstones to the formation of respective subcommittees in Ed CAP (Education Committee for Accreditation and Planning). They guide the development of programs as evidence in the Program Plans. They also provide inform the goal-setting and the writing of college-level plans such as the Enrollment Management Plan
- Promotes continual improvement over time through
 - the prioritization of a reasonable number of strategic objectives for college wide concentration each year, and
 - the production and distribution of an annual report of progress on the strategic objectives
- The college will call for the next three-year strategic plan when the term of the strategic plan expires or all strategic directions have been achieved

Action Plans

The Action Plans operationalize the Strategic Planning of the College and ensure logical implementation of the Strategic Directions over time. Action Plans may be created:

- At the college level through work by the Executive Vice President and appropriate College Groups. *Examples include: Enrollment Management Plan, Marketing/Outreach Plan, Student Equity Plan*
- At the program level as specified in individual Program Plans.

Example

Educational Plan Recommendation

Provide instruction and student services for underserved groups of potential students

Strategic Plan/Directions

Increase alternative modes of offering instruction and student services to working adults

Strategic Plan/Steps

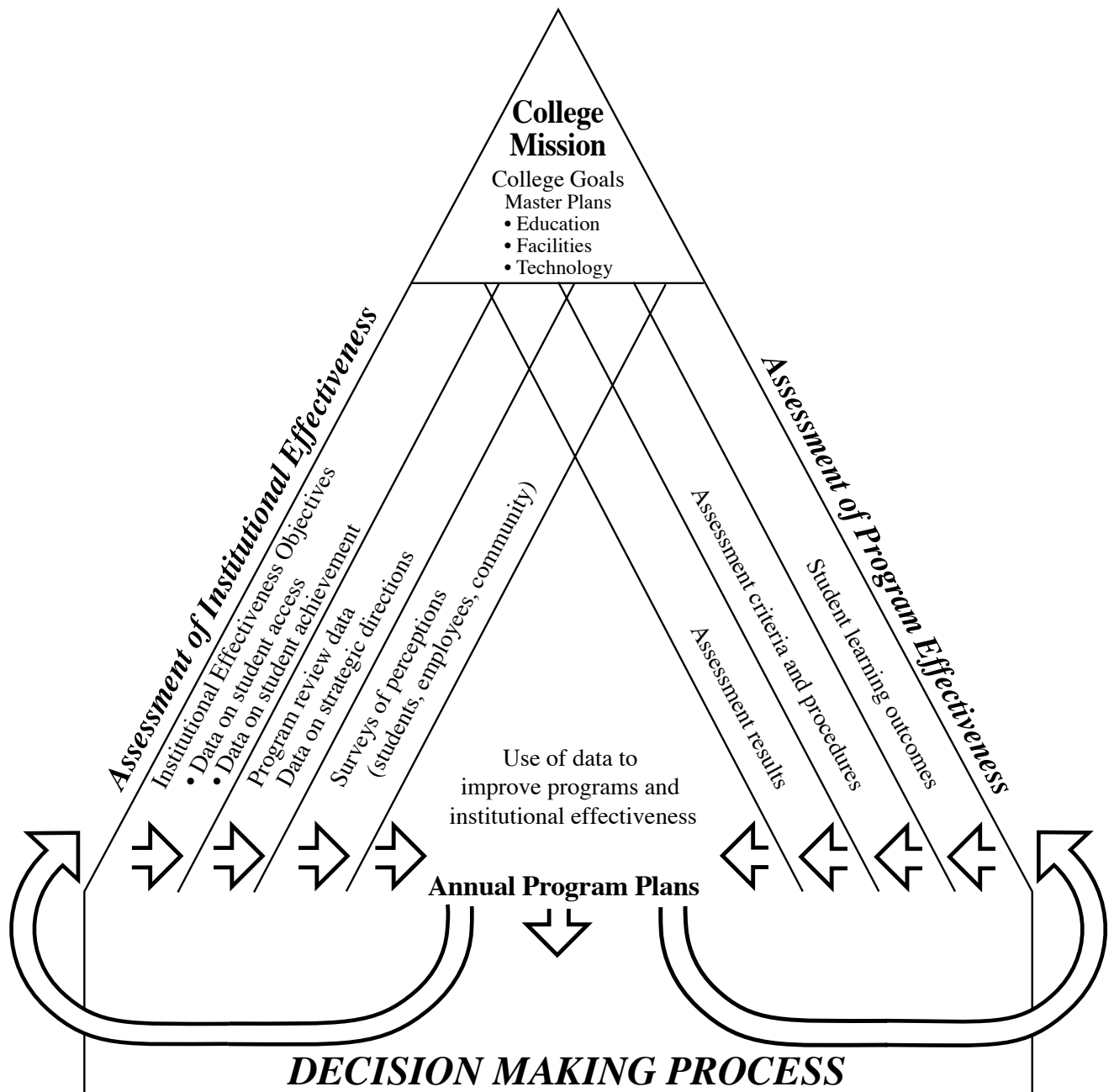
1. Train faculty on best practices in online instruction
2. Increase the number of online courses offered
3. Offer online tutoring and counseling

Assessment Model: Assessment and Program Improvement

The goal of all planning is program effectiveness and program improvement. The Assessment Model established by the College rounds the circle of: planning, assessment, and program improvement.

There are three primary components of the assessment model: the college mission, the assessment of institutional effectiveness, and the assessment of program effectiveness. The assessment model includes quantitative and qualitative summative measures of institutional effectiveness, as well as formative measures of student learning outcomes.

Assessment Model

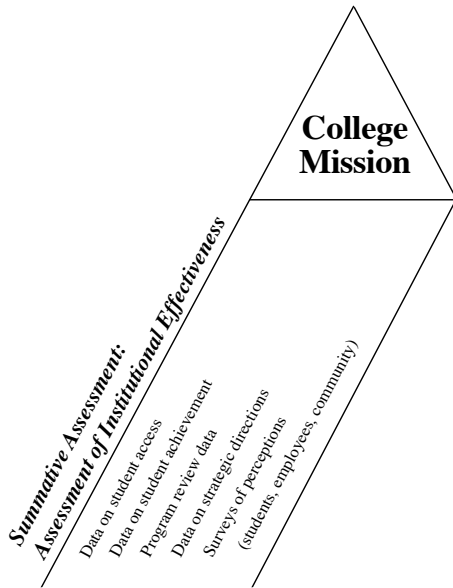


The triangle-schematic represents the college assessment model. The narrative that follows explains each element within the model.

The three primary components of the Assessment Model are the college mission, the assessment of institutional effectiveness, and the assessment of program effectiveness.



The **college mission**, most recently reviewed and revised in Fall 2008, is the guide for all assessment.



Assessment of Institutional Effectiveness

The Assessment of Institutional Effectiveness includes quantitative and qualitative **summative measures** that create snapshots of the college at specific points in time. These are useful benchmarks for comparisons across time within the institution as well as the national and state trends.

The following describe the six categories of these institutional measures:

1. Data on Student Access

Quantitative evidence that the college is serving all students in the service area

Sample question: Do the demographics of the Moorpark College student population match the demographics of our surrounding community?

2. Data on Student Achievement

Quantitative evidence that students move through and complete college programs, e.g., rates of course completion, retention, persistence, transfer, jobs, degrees, and certificates

Sample question: Do most first-time Moorpark College students who enroll in the fall return to the college in the spring?

3. Program Review Data

Quantitative evidence on program productivity and student enrollment

Sample question: How do our college programs compare to standard indices for instructional and student service programs?

4. Data on Strategic Directions

Quantitative evidence at the college level and program levels of progress on addressing the current 3-5 strategic directions

Sample question: Has the strategic direction “to expand offerings of online courses” been achieved?

5. Surveys of Perceptions

Qualitative evidence from primary stakeholders on the college's effectiveness

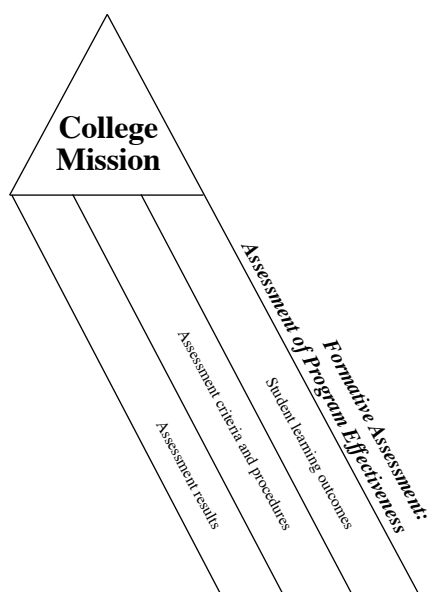
Sample question: *Does this college encourage critical thinking in required assignments?*

In spring 2008 the college administered the national Community College Survey of Student Engagement (CCSSE) for the first time. The Institutional Effectiveness Report 2008 compares the results with national norms as well as with local surveys on student perceptions and employee perceptions administered in 2003. CCSSE, along with local surveys, will be administered on a planned and periodic basis for trend data.

6. Evaluation of Process Effectiveness

Qualitative and quantitative evidence that college processes are effective in directing and maintaining the college's efforts to produce and support student learning

Sample question: If you served on a college committee or made a presentation to a college committee this year, how would you rate that committee's work product in terms of being productive and a valuable use of your time?



Assessment of Program Effectiveness

The Assessment of Program Effectiveness includes the formative measures of student learning outcomes. These assessments are analyzed to determine if students are learning specifically what departments intend to teach and to guide program improvement.

The five columns in this process of assessment are summarized below and are fully described in the Moorpark College Program Improvement Toolkit 2007:

Column 1

Establish a program purpose derived from the college mission and the appropriate core purpose or competency.

College Mission: Why does the college exist?



Core Purpose (Services): Why does this service cluster exist?

OR

Core Competency (Instruction): What literacy skills will students gain by completing work within this learning division?



Program Purpose: Why does this program exist?

Column 2

Identify measurable outcomes in terms of the knowledge, skills, or attitudes students must evidence to document that the outcome has been achieved.

How do students demonstrate that they are achieving the purpose of the program?

Column 3

State the exact means of assessment, including the audience, behavior, the assessment tool, and desired degree of success.

How do we know that students are moving toward or achieving the program's purpose?

Column 4

Summarize the data.

Column 5

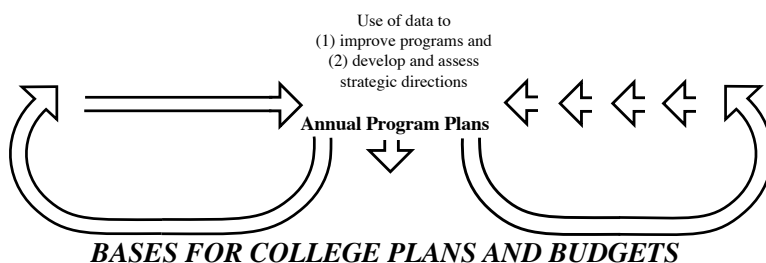
Apply the results from the assessment to improve student learning in the next cycle of planning and assessment.

How will this information be used to improve the courses/ programs/services?

The assessment of program effectiveness is on-going, with the results of one assessment serving as a starting point for another series of assessments, all with the goal of providing quantifiable bases for guiding program improvement.

The college's model of assessment relies on the integration of these two categories of assessment:

- summative data generated to measure components of institutional effectiveness and
- formative data generated to guide program improvement.



Program Plans

Program Plans incorporate program review and the program improvement process. Instituted in 1999 to link planning with resource allocations, the college made two key assumptions:

- “Program” refers to all college support services and instructional disciplines and programs. Support services include services to students (e.g., Registration and Records, Student Business Office), services to faculty (e.g., copy center), and facilities (e.g., maintenance and grounds).
- Each college program reviews its services, strengths, and needs annually in order to accurately assess the college and create plans that link resources to areas that need support to maintain or improve excellence or that have potential to grow.

The five components of the Program Plan are:

• Program Productivity

Provides a summary report of 3-year trends in productivity data for instructional programs and requires various measures for student services

• Environmental Scans

Calls for a summary of relevant data from external scan sources, including feedback from industry advisory committee for career technical programs

• Program Review

Analysis of the prior two sections with the goal of identifying program strengths and weaknesses

• Resource Requests

List of the human, material, and facilities resources needed based on program plans to correct weaknesses identified in the Program Review section

• Assessment of Program Effectiveness

Use the Nickols' Five Column Model to identify, assess, and use research on student learning outcomes to improve programs

The Program Planning Data Report provides standardized program review data for instructional programs. This resource provides consistent information across disciplines, such as census enrollments, retention, faculty load information (full-time to part-time ratios), and program efficiency.

Student and administrative services gather and report data on effectiveness tailored to their unique role in the college.

Links between Planning, Program Plans, and College Decisions

Program Plans integrate program review and planning, and therefore serve as the foundational documents for allocating college resources. See Section 3 of this document for the timelines and sequences for budget development and for establishing hiring priorities for faculty and classified staff.

In addition, Program Plans are used to determine each program's status. The Executive Vice President, Vice President of Business Services, the Dean, the Department Chair, and interested faculty/staff meet to:

- Validate the budget requests in the Program Plan and
- Determine each program's status.

The program status is determined to be as *stable*, *growth*, or *pay attention* based on analysis of these factors:

- Three-year trends in program review data elements:
 - student enrollment
 - number of sections offered
 - productivity (WSCH/FTEF)
 - full-time/part-time faculty ratio
- Environmental scans data relevant to the specific program
- Need for facilities rated as:
 - Impacted facilities with plans to accommodate or
 - Impacted facilities with no plans to accommodate
- Need for equipment rated as:
 - Major needs with plans to meet
 - Major needs with no plans to meet
 - Minor needs

For example, using this rubric, a program rated as *pay attention* would demonstrate upward or downward trend in program review data elements with wide margins. Such a program may have growth potential but the college has insufficient resources and/or facilities to support that growth.

The Executive Vice President prepares a summary of the college program evaluations which is then presented to key college committees, the Academic Senate, and then the Chancellor and the Board of Trustees.

This program evaluation process was piloted in 2006-2007 for instructional programs, and, with minor tweaking of the forms and time line, was institutionalized in 2007-2008. In the next two years the college will develop and implement an evaluation rubric for student services and functional units, and for key areas of administrative services.

Appendices

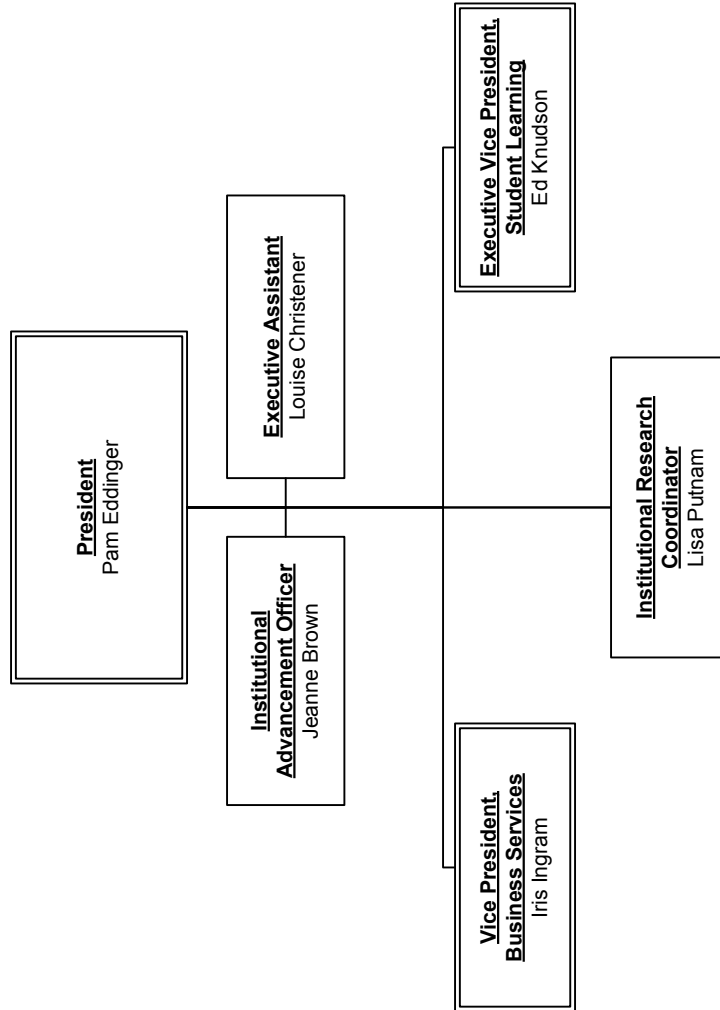
I. College Organizational Charts

II. California Code of Regulations for Collegial Consultation

III. Senate Constitutions

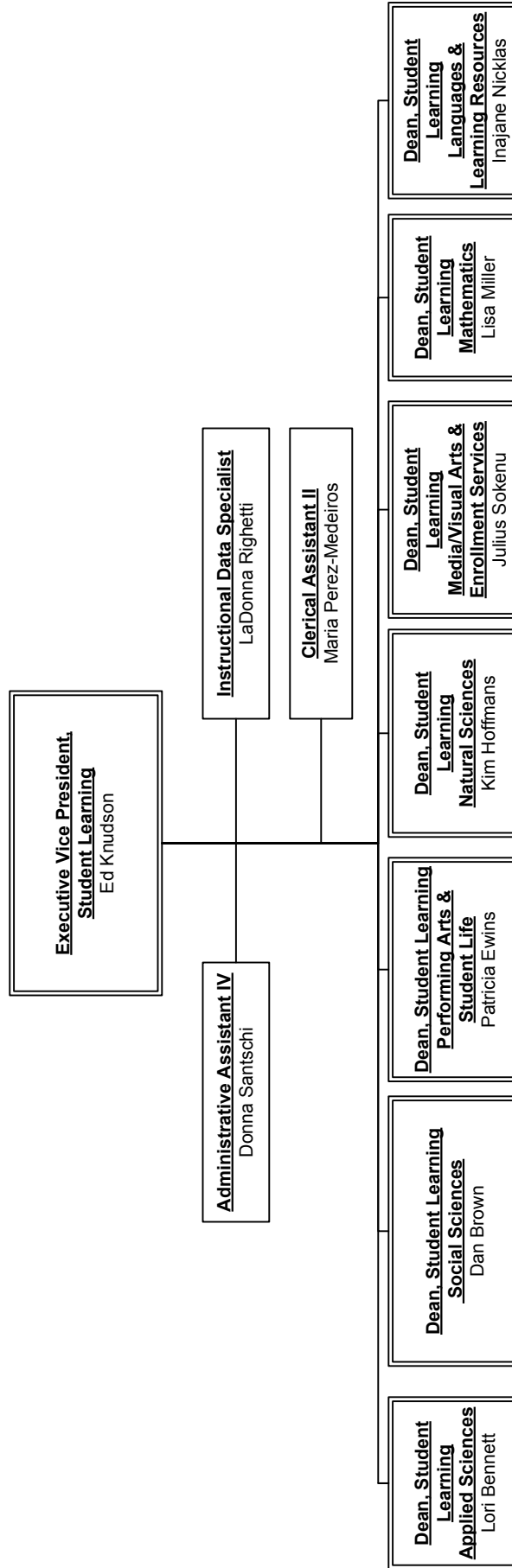
Appendix I
College Organizational Charts

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
MOORPARK COLLEGE
2009-10

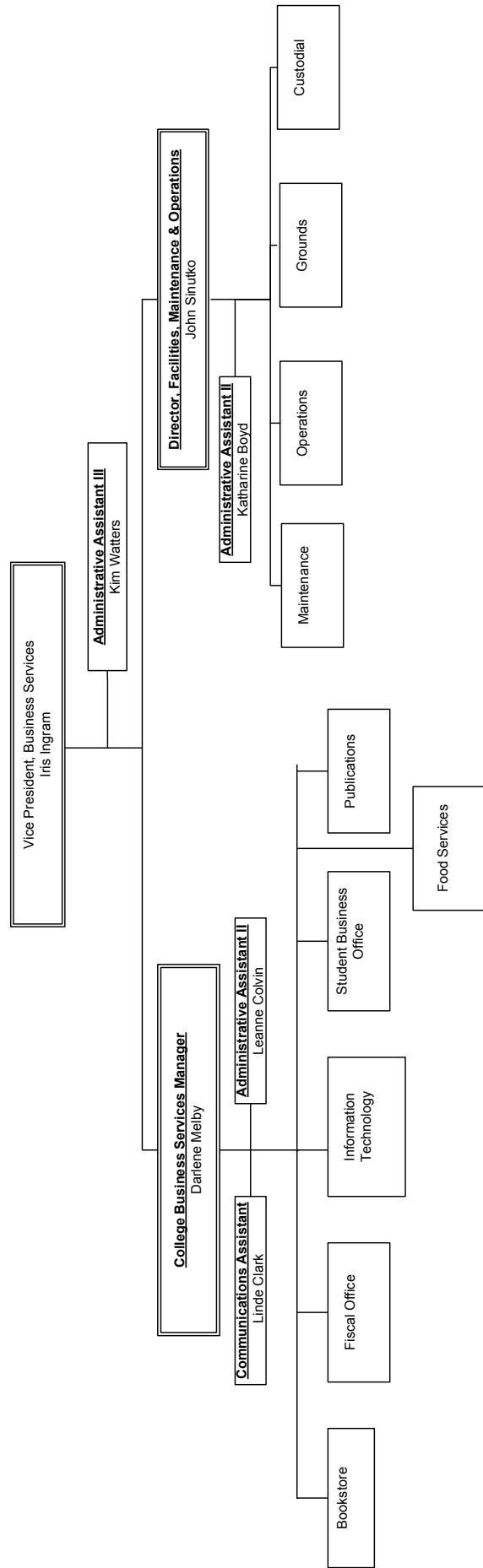


Rev 9-09

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
MOORPARK COLLEGE
2009-10



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
MOORPARK COLLEGE
2009-10



Rev 9-09

Appendix II
Title 5

§ 53200. Definitions.

For the purpose of this Sub chapter:

- (a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Sub chapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Sub chapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."
- (c) "Academic and professional matters" means the following policy development and implementation matters:
 - (1) curriculum, including establishing prerequisites and placing courses within disciplines;
 - (2) degree and certificate requirements;
 - (3) grading policies;
 - (4) educational program development;
 - (5) standards or policies regarding student preparation and success;
 - (6) district and college governance structures, as related to faculty roles;
 - (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - (8) policies for faculty professional development activities;
 - (9) processes for program review;
 - (10) processes for institutional planning and budget development; and
 - (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

- (1) relying primarily upon the advice and judgment of the academic senate; or
- (2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

§ 51023.5. Staff.

(a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:

- (1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section, management and non-management positions or groups of positions shall be separately defined or categorized.
- (2) Participation structures and procedures for the staff positions defined or categorized.
- (3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.
- (4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
- (5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.
- (6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

(7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:

(A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.

(B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.

(C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(D) In all cases, representatives shall be selected from the category that they represent.

(b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.

- (d) The governing board of a community college district shall comply substantially with the provisions of this section.

Title 5 §51023.7 requires the governing board to “adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance.” Students are to participate in “formulation and development” of policies and procedures that have a “significant effect” on them. The regulation lists ten areas of such significant effect, most of which are quite similar to the senate’s academic and professional matters. Boards are not to act unless students have had the opportunity to participate, with the exception of “unforeseeable, emergency situations” and shall give positions of the students “reasonable consideration.” The regulation states the intent that boards are to respect the agreements with senates and unions while working with students.

Title 5 §51023.5 requires the governing board to “adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance,” However, areas that affect staff are not defined in the regulation but remain matters “that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.”

Appendix III
Senate Constitutions

**Moorpark College Associated Students
Constitution & Standing Rules**

We, the students of Moorpark College, in order to provide a better learning environment for all the students and to establish a legislative body, dedicated towards the improvement of every students' academic careers, and dedicated to create a more positive learning environment for all students, hereby establish this constitution of self-governance as provided for by the State Legislature through the California Education Code and Title 5 of California's State Code, and as delegated by the Board of Trustees of the Ventura County Community College District.

Article I
Title of Organization

SECTION A. Title

This organization shall be known as the Associated Students of Moorpark College.

SECTION B. Abbreviation

ASMC shall be the legal abbreviation of said organization.

SECTION C. Rights to Title

This organization shall be the only entity entitled to utilize the above designations.

SECTION D. Paraphrase

The Associated Students of Moorpark College may be referred to as the Associated Students within this document.

Article II
Purpose

The ASMC shall exist to serve the individual and collective needs of the students of Moorpark College.

Article III
Membership

SECTION A. Members

All Students enrolled at Moorpark College shall be members of the ASMC.

SECTION B. Privileges

All members of the ASMC shall be granted the following privileges:

1. The right to seek and hold office if all other qualifications are met as set forth in this document, in the ASMC Election Code, and as set forth by the standing rules of the ASMC Board.
2. The right to vote in all elections held under the Authority of the ASMC.
3. The right to seek an appointment from the ASMC Board of Directors to serve on Participatory Governance Committees and Task Forces.
4. The right to purchase a college photo ID card.
5. Any other rights and privileges as determined by the ASMC Board of Directors.

Article IV
Board of Directors

SECTION A. Paraphrase

The ASMC Board of Directors may be referred to as the Board of Directors within this document.

SECTION B. Composition

The ASMC Board of Directors shall consist of all elected and appointed officers.

SECTION C. Appointments

Only those individuals approved by the Board of Directors to fill a vacant elected position, as provided for in this document, shall be considered appointed officers.

SECTION D. Voting

All officers of the ASMC, in both elected and appointed positions, shall have only one vote each on the Board of Directors.

SECTION E. Responsibilities

The Board of Directors shall be responsible for conducting the day-to-day business of the ASMC.

SECTION F. Distribution of Powers

All Legislative, financial, judicial, and executive powers of the ASMC shall be vested in the Board of Directors, with the guidance of the Board's Advisor.

SECTION G. Representation

The Board of Directors shall be the sole representative unit of the Students enrolled at Moorpark College to all on and off campus entities.

Article V
Officers

SECTION A. Composition

The elected officers of this organization shall consist of a president, a Vice President, a Director of External Affairs, a Director of Budget and Finance, a Director of Constitution and Standing Rules, a Director of Academic Affairs, a Director of Student Services, a Director of Student Organizations, a Director of Campus Events, and a Director of Public Relations.

SECTION B. New Officers

No other positions on the Board of Directors shall be created without an amendment to this document.

SECTION C. Creation of Staff

The Board of Directors may create staff positions to help the board carry out the day-to-day business of the ASMC.

SECTION D.

A list of the jobs and responsibilities for all elected officers shall be kept in the Standing Rules of the Board of Directors, and may only be changed or revised with a vote of all members of the Board of Directors.

SECTION E.

A list of all staff positions with their jobs and responsibilities shall be included in the Standing Rules of the Board of Directors, and shall be subject to change and revision only by a majority vote of the Elected Officers.

SECTION F.

If any elected position is not filled in a general election, or if it is left vacated by resignation or dismissal of the office holder, then it may be deemed an appointed position and shall be filled by a two-thirds (2/3) vote of the remaining members of the Board of Directors, or it may be filled in a special election, if desired, by the Board of Directors as shown by a two-thirds vote.

SECTION G.

The term of office for all ASMC Officers shall be one academic year, unless replaced or terminated from their position, or in case of resignation. Terms shall begin and end on May first (1) of the Academic year in which the election was held.

SECTION H.

The only exception to Article V, Section G, is those officers who are appointed to fill a vacancy, or those officers elected in a special election as described in Article VIII, Section E. In these cases, the term of office will begin immediately after the appointment/election is certified by the Board of Directors and shall end on May first (1) of the current term of office of all other Directors.

SECTION I.

At no time may the same individual hold the same elected position for more than two consecutive terms, nor shall any individual be allowed to hold office for more than 5 terms during any 10-year period of time.

SECTION J.

If the office of the President becomes vacant, the Vice President shall assume the office of the President, and a Vice President may be either appointed or elected as provided for in Article V, Section F.

SECTION K.

If both the offices of the President and Vice President become vacant at any time, the Board of Directors shall immediately appoint an elected officer to serve as the temporary President with a majority vote, and at the same meeting the Board of Directors shall set a date which falls within three weeks of that meeting to hold a special election to fill the positions.

SECTION L.

Appointments for all offices shall be made by the President with a two-thirds (2/3) vote of the Board of Directors required to confirm the appointment.

Article VI

Legislative Powers of the Board of Directors

SECTION A.

The ASMC Board of Directors shall have all legislative authority in all matters related to the ASMC. These powers shall include, but shall not be limited to:

1. The power to create and act upon motions, proposals, resolutions and ordinances.
2. The power to fix and collect membership fees for the Association.
3. The power to sponsor, plan, and or implement activities on behalf of the ASMC.
4. The power to determine the annual budget for the forth-coming year. The Budget shall be established no later then the fourth week of the fall semester.
5. The power to authorize expenditures as specified in the Financial Code and to develop new sources of income for the Association, and all other powers in matters.
6. The power to enter into contracts and negotiations. This power may not be delegated to a committee and will be vested solely in the members of the current sitting board. All contracts must be approved by a two-thirds (2/3) vote.
7. The power to make policies and procedures that are not delegated or otherwise prohibited by this document or the current laws, and to change these policies and procedures as determined necessary by the Board of Directors.
8. The power to take a position on pending local, state, and federal legislation on behalf of the students enrolled at Moorpark College.

SECTION B.

The following limitations of legislative power shall apply to the ASMC Board of Directors.

1. No proxy voting shall be permitted.
2. The Board of Directors shall impose no ex-post-facto laws, rules, policies, regulation, or fees.
3. The ASMC is created with the approval of, and is subject to the control and regulation of, the Governing Board of the Ventura County Community College and the California Education Code. The Board of Directors shall not violate any rules or regulations of these entities/documents or any other laws of the State of California and/or the laws of the United States of America. All laws, regulations, codes, policies, and procedures shall be followed from the highest to the lowest level of authority.

Article VII

General Duties and Responsibilities of All Elected and Appointed Officers

SECTION A.

All members of the Board of Directors shall assume the duties of the office he/she was elected or appointed to as defined in the Standing Rules of the ASMC Board of Directors. In addition, each officer shall:

1. Attend all regularly scheduled ASMC Board of Directors meetings and shall attend all other meetings required by their position.
2. Make an honest attempt to make all other meeting/activities at which their presence/participation is required.
3. Take on individual commitments for projects, activities, special events, committees, and/or other work necessary to fulfill the goals and objectives set by the Board of Directors for the current year.

Article VIII

Elections

SECTION A.

The General Election shall be held in the spring semester for the purpose of electing the officers for the following term of office. The General Election will follow the Ventura County Community College District (VCCCD) Student Election Procedures.

SECTION B.

The ASMC Advisor shall issue the oath of office to all newly elected and appointed board members prior to taking office.

SECTION C.

Special elections may be called at the discretion of the Board of Directors for any purpose provided for in this document; the Standing Rules, or the VCCCD Student Election Procedures.

SECTION D.

A two-thirds (2/3) vote of the Board of Directors is required to authorize a Special Election, and a majority vote is required to set the dates for the Special Election.

Article IX
Amendments

SECTION A.

Amendments to this document may only be made during the General Election, held in the Spring semester.

SECTION B.

The Board of Directors may place an amendment on the ballot with a two-thirds (2/3) vote of the members of the board.

SECTION C.

Students may place an amendment on the ballot by a petition signed by three hundred (300) or more enrolled Moorpark College Students. The petition must include the student's signature, printed name, and either the student's date of birth, student ID number, or some other means of identification for verification purposes.

SECTION D.

Measures/Propositions may be placed on the ballot during a General Election and shall follow the same procedures as for amendments, unless the Board of Directors approves a special election.

Article X
Parliamentary Authority/Rules

SECTION A. Governing Authority

In cases not provided for in this document, the governing authority for the determination of all procedural matters shall be Robert's Rules of Order, Newly Revised Edition.

SECTION B.

No motion, either oral or written, shall be adopted until the same shall be seconded and distinctly stated to the Board of Directors by the presiding officer. The minutes shall identify the maker and second of each motion before the Committee.

SECTION C.

All other rules and policies shall be contained in the Standing Rules of this organization and, if not otherwise specified in this document or in the Standing Rules, the Standing Rules shall be amendable by a majority vote of the Board of Directors.

Article XI
Legal Conflicts

SECTION A.

Should any portion of this document be found illegal, the remainder of this document shall remain in effect, until otherwise changed by amendment.

SECTION B.

Should any local, state or federal law, regulation, or code be found to be in conflict with this document, then the portion in this document which is in question shall be considered to be null and void, however the remainder of the document will remain in full force. The law, regulation, or code from highest-ranking authority shall take precedence over all others and will be obeyed by the ASMC.

**Associated Students of Moorpark College
Standing Rules**

ARTICLE I
Composition

SECTION A. Membership Privileges

All regularly enrolled persons at Moorpark College shall be members of the Associated Students entitled to the right to participate in Associated Students sponsored activities.

SECTION B. Meetings

1. The Associated Students Board of Directors hereinafter referred to as the "Board of Directors," shall hold regular meetings at least once a week during the normal academic year when the college is open, excluding Spring Break, summer sessions, and semester breaks.
2. The first regular meeting of the newly elected Board shall be convened prior to the end of the academic term in which it was elected.
3. A quorum shall be necessary to conduct general business of the Associated Students. A quorum is defined as more than half the filled elected (voting) positions in any meeting of the Board of Directors.

SECTION C. Qualifications of Directors

1. Must be a resident of California.
2. Shall currently be registered and continuously enrolled in a minimum of five (5) units at Moorpark College during the fall and spring semesters (summer sessions are excluded).
3. Shall achieve and maintain a cumulative 2.0 minimum Grade Point Average to assume and maintain a position on the Board of Directors.
4. Shall be eighteen (18) years of age prior to assuming office.
5. The presidential candidate and vice presidential candidate of the Associated Students shall have completed a minimum of 18 semester units at one or more of the District's colleges or off campus class sites prior to assuming office, of which a minimum of 12 must be taken on the candidate's primary campus.

6. The presidential and vice-presidential candidate must have at least one complete semester of experience in leadership at either the high school or college level, whether in student government, club activities, athletics or some outside leadership organization like Key Club, Junior Civitan, etc.
7. Shall not hold an executive position in any other student organization besides Associated Students.
8. Shall be in good standing with the college by never having violated the Student Conduct Code.
9. Shall not be on Academic Probation.

SECTION D. Appointment Process

1. The Board of Directors shall approve the seating of its own members in order to fill any available board positions after the spring election or in the event of a board member vacating their position.
2. The President, with a two-thirds (2/3) vote of the Board of Directors, shall make appointments for all vacant offices.
3. The term of office will begin immediately after the appointment is certified by the Board of Directors and shall end on May first (1) of the current term of office of all other Directors.
4. Appointed board members shall be installed at the board meeting in which they are confirmed for appointment.

SECTION E. Discrimination

1. The Associated Students of Moorpark College and the Board of Directors shall not support or affiliate with any organization which illegally discriminates on the basis of: race, creed, sex, age, national origin, religion, physical handicap, or sexual orientation.
2. If an individual believes he or she has been discriminated against in violation of this section, he or she should first make an appeal to the alleged offender.
3. If an appeal results in an unsatisfactory response or is inappropriate, a grievance may be filed with the Associated Students Board of Directors.
4. The Associated Students Board of Directors may activate the Ad-HOC Judicial Committee in response.

SECTION F. Student Employees of the Board of Directors

1. The minimum recommended student employees of the Associated Students Board of Directors are:
 - a. Recording Secretary
 - b. Office Manager
 - c. Webmaster

ARTICLE II

Board of Directors

The Board of Directors shall be responsible for the safeguarding of the rights of the students to vote, to participate in all Moorpark College sponsored activities, and to receive a fair hearing of grievances before any agency of the Associated Students of appropriate jurisdiction. The Board of Directors shall oversee the promotion of close cooperation between the Associated Students, Administration, Faculty, and Alumni of the College. The official representation of the Associated Students of Moorpark College shall be entrusted to the Board of Directors. The Board of Directors will ensure that good relations are maintained with student body governments at other colleges and universities.

The Board of Directors shall be in charge of approving the annual budget of the Associated Students. The Board of Directors will be entrusted to sponsor programming for the students of Moorpark College, as it deems appropriate. Current members of the Board of Directors shall be eligible for positions on the Student Senate for California Community Colleges. (hereby referred to as SSCCC)

The Associated Students President shall be the presiding officer of the Board of Directors. In their temporary absence, the Vice President shall serve as the presiding officer of the Board of Directors. In the case of both the President and the Vice President being absent, the Board shall elect from among themselves an acting presiding officer. If acting as a chair for a committee, the Director must report all committee business to the Board of Directors at all Associated Students Board of Directors meetings. Neither attendance by proxy nor vote by proxy shall be recognized at any meetings of the Associated Students, its subsidiary agencies, committees, or commissions.

Elected Officers of the Associated Students

- a. President
- b. Vice President
- c. Director of Budget and Finance
- d. Director of Student Services
- e. Director of Public Relations
- f. Director of External Affairs
- g. Director of Campus Events
- h. Director of Student Organizations
- i. Director of Academic Affairs
- j. Director of Constitution and Standing Rules

SECTION A. President of the Associated Students

1. Shall preside at all meetings of the Associated Students Board of Directors (hereby referred to as "AS BOD").
2. Shall be responsible for all executive functions of the AS BOD, and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible, while serving as the official spokesperson of the Associated Students and representing only those positions endorsed by the AS BOD.
3. Shall serve as a liaison between the college administration and the Associated Students.
4. Shall report to the AS BOD any action or occurrence taken or witnessed at a meeting or function attended on behalf of the Associated Students as it pertains to the purpose of the Associated Students.

5. Shall prepare an agenda for the Board of Directors meeting in consultation with the Vice President , and the AS Advisor and distribute the agenda and related documents to each officer seventy-two (72) hours in advance of each meeting, in accordance with the Brown Act.
6. Shall have the power to call for an emergency and/or special Board of Directors meeting provided that twenty-four (24) hours notice is given to all members of the AS BOD in accordance with the Brown Act.
7. The President shall reserve their vote only in the event of a tie, or where their vote will affect a constitutionally required two-thirds (2/3) or three-fourths (3/4) vote.
8. Shall be an authorized signatory on all accounts of the Associated Students.
9. Shall make all appointments to vacant positions of the AS BOD with two-thirds (2/3) approval of the existing AS BOD.
10. Shall have the right to a seat on all Associated Students Standing committees and Ad hoc committees unless so stated in said committees' definition of structure.
11. Shall meet with the AS Advisor on a regular basis.

SECTION B. The Vice President of the Associated Students

1. Shall, in the temporary absence of the President, assume all the responsibilities and powers of the President's office. When acting as Chair of the Board of Directors, the Vice President shall retain their vote.
2. In the temporary absence of the President, shall be an ex-officio member of all Associated Students committees in which the President holds membership.
3. Shall appoint each Board Member to at least one shared governance committee, and may make appointments to non-academic committees, boards, and task forces at the college as needed.
4. Shall assist the President in facilitating good relations between the Board of Directors and the Associated Students.
5. Shall review letters of intent for vacant positions open to appointment and make recommendations for said appointments to the President of the Associated Students.
6. Shall be responsible for the administrative duties of the Board of Directors.
7. Shall be the Vice chair of the Inter Club Council.
8. Shall oversee the appointments of student representatives to shared governance committees.

SECTION C. The Director of Budget and Finance

1. Shall have general supervision in cooperation with the Associated Students Advisor of all Associated Students finances.
2. Shall have primary responsibility for the preparation and development of the budget of the Associated Students.
3. Shall be an authorized signatory of requisitions for Associated Students expenditures.
4. Shall initiate and sign requisitions authorizing expenditures of Associated Students funds.
5. Shall maintain an accurate record of all Associated Students Trust Accounts and Oversee maintenance of a perpetual listing of all capital expenditures, Loans, and buildings donated or contributed by the Associated Students of Moorpark College.
6. Shall be responsible for representation of the Associated Students on matters of fiscal planning as a student member of the Moorpark College Fiscal Planning Committee.

7. Shall prepare a financial statement to be presented to the Board of Directors at least once a month during the regular academic year.
8. Shall serve as chairperson of the Associated Students Finance Committee.
9. Shall have a seat on the Associated Students Programming Committee.

SECTION D. The Director of Student Services

1. Shall be responsible for organizing and promoting in cooperation with the Director of Campus Events, those activities which promote the health, welfare, and safety of the student body at Moorpark College through awareness and education.
2. Shall research and report on all student problems or the student welfare.
3. Shall be responsible for the representation of the Associated Students to the Administration and Faculty on matters of health and safety as a student member of the Moorpark College Safety Committee.
4. Shall be responsible for the representation of the Associated Students to the Administration and Faculty on matters of health and safety as a student member of the Moorpark College Student Services Committee.
5. Shall oversee college photo ID sales and cardholder benefits and discounts.
6. Shall serve as liaison to the Campus Police for the Associated Students Campus Escort Program and other service related programs.
7. Shall oversee the Associated Students Commissioned Arts Program.
8. Shall oversee the function of campus tours.

SECTION E. The Director of Public Relations

1. Shall maintain a list of local newspapers and television and radio stations and persons of contact for use in publicizing activities of the Associated Students, and shall oversee the preparation and distribution of press releases and coordinate publicity for all Associated Students and Inter Club Council (hereby referred to as "ICC") functions and sponsored activities.
2. Shall be responsible for the maintenance of all Associated Students publicity materials, including, but not limited to: banner paper, helium tank, balloons, signboards, and bulletin boards.
3. Shall generate appropriate publicity materials and distribute them as requested by the Director or ICC sponsored event.
4. May generate appropriate publicity materials and distribute them as requested by the Moorpark College Student Activities office or any Associated Students recognized student organization, for events not officially sponsored by the Associated Students or ICC.
5. Shall oversee the notification of the student body-at-large of the Associated Students and Inter Club Council function and sponsored activities.
6. Shall maintain copies of all newspaper articles concerning the Associated Students and Moorpark College.
7. Shall serve as the chairperson of the Associated Students Public Relations Committee.
8. Shall assist and guide the Associated Students Webmaster in production of the Associated Students web site.
9. Shall have a seat as a voting member of the Inter Club Council.

SECTION F. The Director of External Affairs

1. Shall assist the President and Board of Directors in coordinating advocacy efforts on behalf of student interests and shall represent the Associated Students to off-campus entities as delegated by the President or the Board.
2. Shall assist the President in the Associated Students' advocacy to institutions and groups at the Moorpark College campus.
3. Shall ensure that the Board of Directors understand the issues being advocated by the Associated Students and Associated Students sponsored groups, and shall provide all necessary documentation and presentations to that end.
4. Shall be responsible for representation of the Associated Students at all of SSCCC Region VI meetings and functions and comply with the Constitution and Standing Rules of the Student Senate for California Community Colleges as they apply to the Associated Students of Moorpark College.
5. Shall be responsible for Associated Students representation at all regular Ventura County Community College District board meetings as they apply to the Associated Students of Moorpark College.

SECTION G. The Director of Campus Events

1. Shall coordinate all intramural activities between Student Organizations, staff, and faculty.
2. Shall serve as chairperson of the Associated Students Programming Committee and assist the AS BOD in facilitating the use of the Associated Students Programming Fund.
3. Shall be responsible for the representation of the Associated Students on matters of non-academic administrative policy concerning the use of campus facilities for student programming.
4. Shall serve as the chair of the Campus Events Committee.
5. Shall oversee and facilitate all Associated Students events and activities.

SECTION H. The Director of Student Organizations

1. Shall represent to the AS BOD, within their respective capacity, all recognized Student Organizations in good standing.
2. Shall serve as the liaison between the AS BOD and the Inter Club Council (hereby referred to as "ICC").
3. Shall chair ICC meetings, and prepare an agenda and related materials to all members of the ICC.
4. Shall assist the Director of Campus Events in coordinating intramural activities between student organizations, staff and faculty.
5. Shall notify the Board of Directors of any action to place a student organization on probation or suspension within twenty-four (24) hours of the time such action is recommended. The AS BOD may take such action as appropriate upon notification.
6. Shall have a seat on the Associated Students Programming Committee.

SECTION I. The Director of Academic Affairs

1. Shall be responsible for representation of the Associated Students on matters of academic and educational policy as a member of the Moorpark College Academic Senate and Curriculum Committees.
2. Shall attend all meetings of the Moorpark College Academic Senate and present the concerns of the Associated Students as endorsed by the AS BOD.
3. Shall oversee the Associated Students Scholarship program and recommend to the Board of Directors means of distributing funds marked for scholarship purposes.
4. Shall oversee and manage the Lending Library program.

SECTION J. The Director of Constitution and Standing Rules

1. Shall be familiar with the content of the Constitution, Standing Rules, and any other subsidiary rules of the Associated Students and provide parliamentary commentary and/or consultation at the Board of Directors meetings.
2. Shall serve as chairperson of the Elections Committee.
3. Shall examine all legislative matters as it is brought forth to the Board of Directors and verify that the items being considered and their implementation thereof do not violate the Constitution and/or the Standing Rules.
4. Shall make an effort to be familiar with all local, state, and federal governing documents pertaining to the Associated Students and its subsidiary Councils, committees, and chartered Student Organizations. These documents include, but are not limited to: the Associated Students Constitution and Standing Rules, Moorpark College Policies & Procedures, Ventura County Community College District (hereby referred to as "VCCCD") Governing Board Policy Manual, California Education Code, and California Community Colleges Title V regulations.
5. Shall keep a record of all late arrivals and absences.

SECTION K. Limitation

The above duties, except those outlined for the Associated Students President, shall in no way be construed as authorization for members of the Board to endorse positions on behalf of the Associated Students for which a formal position has not been stated by the Associated Students Board of Directors.

SECTION L. Attendance Policy

1. The Associated Students Board of Directors shall have the power to excuse absences and late arrivals of its Board Members.
2. An excused absence is one that is approved by the President, Vice President, and/or Advisor prior to the meeting. Without appropriate approval, the absence of the board member will be un-excused. This can be reviewed and changed following the AS BOD meeting for an excused absence with a two-thirds (2/3) vote.
3. Any member of the AS BOD, who has two (2) un-excused absences in a semester, shall be given a written warning notice from the Associated Students Vice President. One additional un-excused absence shall result in a vacancy of office if declared by a two-thirds vote of the AS BOD.
4. The term "meeting" shall be defined as any and all commitments that board members are assigned (i.e. board meetings, Shared Governance Committee meetings, Associated Students Committee meetings, CalSacc meetings/functions, or VCCCD meetings).

SECTION M. Office Hours and Availability

1. AS BOD members are recommended to serve a minimum number of hours by working in the Associated Students Office.
2. The recommended minimum number is three (3) office hours per week.
3. While serving office hours, AS BOD members shall be charged with the responsibility of answering the Associated Students telephones, making college photo ID cards, answering questions, and providing general assistance in areas that are in keeping with the purpose of the Associated Students.
4. While serving office hours, AS BOD members have priority use of all Associated Students equipment and facilities.

ARTICLE III

Expectations and Accountability

SECTION A. Oath of Office

1. Each newly elected officer of the Associated Students shall read the Constitution and Standing Rules of the Associated Students in their entirety and sign and date a written document verifying that said action has been completed.
2. Each AS BOD member must take the following oath prior to installation: "I (Name), do hereby affirm that I will, to the best of my ability, support the Constitution and the Standing Rules of the Associated Students of Moorpark College, and that I will, to the best of my ability, promote, maintain, and extend the worth, value, and name of the Associated Students of Moorpark College."

SECTION B. Associated Students Board of Directors Code of Conduct

In joining the Associated Students Board of Directors, the student enjoys the right and shares the responsibility in exercising their role as a member of the Board of Directors. The elected or appointed students are expected to conduct themselves in accordance with this document, the Associated Students Board of Directors Oath of Office as stated in Article III, Section A, and the standards of Board Member conduct established within this section.

1. Board Members are subject to charges of misconduct for any of the following acts with respect to actions on campus, at a college sponsored activity, or while conducting business as an elected or appointed member of the Associated Students Board of Directors:
 - a. Willful disobedience of college and district code, policy, and procedure, including the Moorpark College Student Conduct Code, as well as civil and criminal laws of the city, county, state, and nation.
 - b. Dishonesty, such as knowingly furnishing false information to the Associated Students Board of Directors or the Associated Students Advisor.
 - c. Willful obstruction or disruption of Associated Students business or property.
 - d. Theft of, or damage to, Associated Students property or possession of stolen property belonging to the Associated Students.
 - e. Acts of malicious intent towards the Associated Students, other Board Members, or the

Associated Students Advisor.

- f. Deliberate disregard of established guidelines of the Associated Students, including all financial guidelines, such as the guidelines for the Programming Fund as stated in Article VIII.
- g. Deliberate attempt of misrepresentation of the Associated Students Board of Directors.

SECTION C. Accountability and Removal from Office

1. The current governing Board, for proven misconduct, may impose disciplinary action upon an individual Board Member for violation of specified rules, regulations, and/or procedures held within this document
2. In the event of malfeasance, misfeasance, or nonfeasance on the part of any of the AS BOD, the AS BOD may reprimand the offending Board Member with a two-thirds vote. The term "reprimand" shall be defined here as a formal written statement approved by the AS BOD, and presented to the offending Board Member. This statement may publicly posted.
3. In cases of gross neglect of duty, violation of oath of office, or misconduct, any Board Member of the AS BOD may be removed from the office only by three-fourths of the voting members, present, which shall be the sole judge of cause and which shall represent the final decision of the Associated Students.
4. In the event that any board member of the Associated Students Board of Directors has violated the MC Student Conduct Code or is placed on Academic Probation, that board member will be automatically removed from office, and deemed ineligible to hold office.

ARTICLE IV *Committees*

SECTION A. Standing Committees:

1. Programming Committee
 - a. Shall be chaired by the Director of Campus Events.
 - b. Shall allocate Associated Students Programming funds for campus activities in accordance with Associated Students Programming guidelines.
 - c. Any student organization, campus department, or individual seeking funds from the Associated Students or any branch thereof, must submit a written request detailing, at minimum, the following:
 - i.. A detailed, line item budget, showing how this money shall be spent.
 - ii.. A statement indicating what the campus department, student organization, or individual has done to generate funds for the activity prior to the request being made of the Associated Students.
 - d. The Director of Budget and Finance and The Director of Student Organizations shall be members of this committee.
2. Inter Club Council
 - a. Shall be chaired by the Director of Student Organizations. In the event that the Director of Student Organizations position is, or becomes, vacant, the Associated Students Vice President shall serve as chair of the committee.
 - b. Shall be responsible for establishing coordination, communication, and cooperation of recognized Student Organizations of Moorpark College.

- c. Shall serve as an advisory group to the Board of Directors on matters which have, or may have, a significant effect on Student Organizations.
- d. Shall comply with the policies and procedures adopted by the Board of Directors for the administration and operation of the Inter Club Council.

SECTION B. Ad hoc Committees:

Ad hoc committees shall be formed at the discretion of the AS BOD by a simple majority vote and shall have a set ending date. An ad hoc committee is defined as a committee activated for a specific purpose. The decision to implement an ad hoc committee may be voted upon in an AS BOD meeting during its first agenda appearance.

1. Elections Committee
 - a. Shall be chaired by the Director of Constitution and Standing Rules. The Chairperson shall nominate other members of the Election Board, for simple majority approval by the AS BOD.
 - b. Shall be responsible for the impartial administration of all elections of the Associated Students in accordance with the provisions of the Moorpark College Associated Students Election Code.
 - c. Shall report on the validity of all application information forms and signatures on any petition to the President of the Associated Students.
 - d. The Elections Committee chairperson shall recommend to the AS BOD, prior to the installation of the new Board, the certification of the candidates elected.
2. Judicial Committee
 - a. Shall be chaired by the Director of Constitution and Standing Rules, except when that individual could not present an unbiased opinion; then the chair becomes the Division Dean.
 - b. Shall be composed of six members, three student members appointed by the President of the Associated Students, subject to approval by the Associated Students' Advisor, Executive Vice President, and the Division Dean, who compose the rest of the committee.
 - c. If any currently enrolled Moorpark College student, Moorpark College staff, or Moorpark College faculty finds that any order of AS BOD business was conducted unconstitutionally, then that individual must present in writing within five (5) school days specific evidence that the Associated Students Constitution was violated to the President of the Associated Students. If sufficient evidence is presented to the Associated Students President, then they must forward the grievance to the Judicial Committee, who will hold a hearing with the complaining party, in order to decide the course of action that should be taken in regards to the complaint.
3. Finance Committee
 - a. Chaired by the Director of Budget & Finance.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.
4. Student Services Committee
 - a. Chaired by the Director of Student Services.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.
5. Public Relations Committee
 - a. Chaired by the Director of Public Relations.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

6. External Affairs Committee
 - a. Chaired by the Director of External Affairs.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.
7. Campus Events Committee
 - a. Chaired by the Director of Campus Events.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.
8. Academic Affairs Committee
 - a. Chaired by the Director of Academic Affairs.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.
9. Constitution & Standing Rules Committee
 - a. Chaired by the Director of Constitution & Standing Rules.
 - b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

Article V
Inter Club Council

The purpose of the Inter Club Council (hereby referred to as “ICC”) is to encourage student life, diversity, and learning outside of the classroom. The Inter Club Council will serve as the representative body to coordinate, and promote communication and cooperation among student organizations on campus. The ICC is composed of ICC Officers, and a voting representative from each student organization, representing cultural, educational, honorary, philanthropic and social interests.

SECTION A. ICC Officers

The Director of Student Organizations shall assume the position of ICC Chair. The Associated Students Vice President shall be the ICC vice-chair.

1. ICC Chairperson (Director of Student Organizations)
 - a. The ICC Chairperson shall preside over all ICC meetings.
 - b. The ICC Chairperson shall prepare an agenda and all related materials.
 - c. The ICC Chairperson has the right to request roll sheets, officer lists, meeting dates, and times from each student organization.
 - d. The ICC Chairperson shall not vote at the ICC meeting unless a tie vote has occurred and in that case the ICC Chairperson shall cast the deciding vote.
 - e. The ICC Chairperson shall serve as a liaison between the Associated Students Board of Directors and the ICC.
2. ICC Vice-Chair (Vice President of Associated Students)
 - a. The ICC Vice-Chair shall assume the duties of the ICC Chair during his or her absence.
 - b. The ICC Vice-Chair shall have a full vote at the ICC Meetings.
3. The Associated Student Director of Public Relations shall also have a seat as a voting member of ICC.

SECTION B. Starting a Student Organization

Student organizations are officially “recognized” by the Associated Students Board of Directors, and are entitled to: use the college name in all publicity, use college facilities, and request funds from the Associated Students Programming Committee.

1. To obtain official “recognition” from the Associated Students Board of Directors, a student organization must do the following:
 - a. Have a minimum of four (4) members. Organization membership must be comprised solely of currently registered Moorpark College Students. Non-students may participate in student organization activities as guests, but may not vote, hold office, or pay dues.
 - b. Have a minimum of one (1) advisor, who will advise the organization on college rules and regulations, attend organization meetings, supervise the organization’s financial transactions, and give general guidance to the organization. The advisor must be a Moorpark College faculty or staff member.
 - c. Must have a written Constitution and Standing Rules that has been approved by the Associated Students Board of Directors and is in accordance with the Moorpark College Associated Students Constitution and Standing Rules.
 - d. Must complete and have on file in the Associated Students Office a Student Organization Information Form and Advisor’s Agreement.
 - e. Must set up and handle all financial transactions through a District Trust Account, maintained by the Ventura County Community College District (VCCCD) Accounting Office.
 - f. Must attend a Student Organization Orientation held by the Associated Students before being an officially recognized student organization.
2. Student Organization Finances
 - a. All student organization money must be deposited in a college district student organization trust account at the College Business Office.
 - b. All student organization finances must be transacted through a trust account.
 - c. Any ICC Member or ICC Student Organization Representative does not have the right to incur any debt or become involved in any business under the title or by implying the title of ICC in any way unless given full authority to do so by the Associated Students Board of Directors.
 - d. All student organization finances shall adhere to the Ventura County Community College District (VCCCD) accounting procedures and policies.
 - e. Advisors, as well as student’s officers are responsible for seeing that the Ventura County Community College District (VCCCD) accounting procedures and policies are followed. All forms to be used for organization transactions may be obtained from the college business office or the Associated Students office.
 - i. A trust account authorization card must be completed to establish a new account. No expenditures or deposits can occur without completion of this form. The following signatures on the account authorization card are required for all organizations: student officers(two officers of the organizations choice, usually the President and Treasurer),and the student organization advisor.
 - ii. A trust account signature update card is to update authorized signatures for the account (i.e. change in the student offices) and is to be completed and returned with all signatures to the Associated Students Advisor.

- iii. Funds must be available in the account for expenditures to be processed. A list of the student organization account numbers is available from the Associated Student Advisor.
- iv. To determine a student organization account balance, the Associated Student Advisor has access to the financial system inquiry screens and the capability to run reports for account activity.

SECTION C. Suspension, Forfeiture, and Falling out of Recognition

- 1. The term “suspension” shall be defined as:
 - a. The removal of official “recognition” by the Associated Students Board of Directors.
 - b. The automatic freezing of a student organization’s Trust account(s).
- 2. The term “forfeiture” shall be defined as:
 - a. Failure of a suspended student organization to renew their organization by the October 1st deadline.
 - b. The automatic deposit of all monies remaining in a student organization’s account to the Associated Students Inter Club Council account.
 - c. The automatic closure of the student organization’s Trust account(s).
- 3. Falling Out of Recognition
 - a. If at any time during the fall and spring semesters of the current academic year, after a student organization has obtained official recognition for that academic year, the student organization fails to meet any of the requirements for obtaining official recognition, then that student organization has “fallen out of recognition” and shall be placed on suspension until the student organization has proven to be back in compliance with the recognition requirements.

SECTION D. Student Organization Renewal Procedures

To renew a student organization, you must:

- 1. Have a current Student Organization Information form on file.
- 2. Have a current Advisor’s Agreement form on file.
- 3. All student organization finances shall adhere to the Ventura County Community College District (VCCCD) accounting procedures and policies.
- 4. Must attend a Student Organization Orientation held by the Moorpark College Associated Students before being an officially “recognized” student organization.
- 5. Continuing student organizations shall complete the student organization renewal procedures by October first (1st).
- 6. Should a student organization not renew by the October 1st deadline, then that organization shall be placed on suspension for that academic year. The account(s) shall be automatically frozen for the fall and spring semester of that academic year.
- 7. The student organization must wait until the following fall semester to renew for the next academic year or fall into forfeiture.
- 8. Should a suspended student organization not renew the following fall semester by October 1st, after their accounts have been frozen, then that organization shall fall into forfeiture and all monies remaining in their accounts shall be deposited into the associated students ICC account and the student organization trust account (s) shall be closed.

SECTION E. ICC Representation

1. The ICC Student Organization Representative is an elected or appointed officer from the student organization.
2. The ICC student organization representative shall have only one vote on the ICC.
3. Double Representation (Conflict of Interests) – No ICC student organization representative may be a voting member of the Associated Student Board of Directors.

SECTION F. ICC Meetings and Procedures

1. Meetings and Procedures
 - a. Student organizations are recommended to attend ICC Meetings.
 - b. The ICC shall hold a minimum of one meeting a month during the fall and spring semesters after October 1st.
 - c. The ICC chair shall notify the student organizations of the ICC meeting calendar dates, times, and locations.
 - d. All ICC meetings shall be conducted in accordance with the Brown Act as a standing committee of Associated Students Board of Directors.

SECTION G. Student Organization Guidelines

1. Student Organization Meetings
 - a. Student organizations shall submit a current copy of their meeting schedules to the Associated Students Director of Student Organizations.
 - b. It is recommended that student organizations post an agenda prior to their meetings on the ICC bulletin board located in the student union.

SECTION H. Eligibility for Student Organization Officers, Members, and Term Limits

1. Student Organization Officers
 - a. Student organization officers are limited to holding no more than one (1) officer position within the same student organization.
 - b. A student may hold the position of President or Vice President in only one student organization.
 - c. Shall currently be registered and continuously enrolled in a minimum of five (5) units at Moorpark College during fall and spring semesters in accordance with the Associated Students Standing Rules. Article 1. Section C.
 - d. Shall achieve and maintain a cumulative 2.0 minimum grade point average to assume and maintain an officer's position in accordance with the Associated Students Standing Rules. Article 1 Section C.
 - e. At no time may the same individual hold the same elected position for more than two consecutive terms, nor shall any individual be allowed to hold office for more than five terms during any 10-year period of time in accordance with the Associated Students Constitution. Article V. Section I.
 - f. The Associated Students Advisor, along with the student organization Advisor, shall be responsible for verifying student organization officers eligibility to hold office.
2. Student Organization Members
 - a. Only currently enrolled Moorpark College students may be members of a student organization.
 - b. Non-students may participate in student organization activities as guests but may not vote or hold office.

SECTION I. Student Organization Advisors

1. Advisors

- a. Advisors must become sufficiently knowledgeable of the purpose and activities of the organization so to advise the members of their actions and the possible consequences of illegal or irresponsible behavior. If there are difficulties in this area, advisors should notify the Associated Students Advisor immediately.
- b. An advisor should be present at all meetings and social and educational events (both on and off campus) sponsored by the student organization.
- c. Advisors have the primary responsibility of understanding, interpreting, and applying campus rules and regulations as they apply to student organization programs, scheduled activities, and finances.
- d. Advisors are to provide assistance for assessment and constructive review of programs and funding proposals for student organization leaders.
- e. Advisors should become familiar with the organization's finances and their Trust Accounts. Advisors should become familiar with the Ventura County Community College District (VCCCD) Accounting procedures and policies.
- f. When sponsoring an off campus activity, advisors are to be familiar with district and campus policies and procedures regarding student travel.
- g. Advisors are to review and sign all of the organization's Facility Use Form requests and forward them to the Associated Students Advisor for processing.

SECTION J. Use of Campus Facilities

All recognized student organizations are entitled to use Moorpark College facilities to host meetings, events, and activities. The following procedures will be adhered to when reserving a campus facility:

1. Complete Moorpark College (MC) Facilities Use Form, obtaining the student organization's advisor's signature, and submit the form to the Associated Students Advisor for processing.
2. Facility Use Forms must be submitted by the Associated Students Advisor to the Auxiliary Services Department seven (7) working days prior to the event for weekdays and fifteen (15) working days prior to weekend and holiday events.
3. MC Auxiliary Service Department will review the Facilities Use Form and approve or not approve the event based on time, place, and manner. Once Auxiliary Service reviews the Facility Use Form, a copy of the original Facility Use Form with their approval or non approval will be placed in the student organization's mailbox located inside the student union.

SECTION K. Moorpark College Posting Policy (Advertising on Campus)

1. All recognized student organizations will adhere to the Moorpark College Posting Policy when posting advertising (i.e. flyers, posters, and banners.) on the college campus.

ARTICLE VI *Election Code*

All Student Elections will follow the Ventura County Community College District Student Election Procedures.

ARTICLE VII
Financial Guidelines

The fiscal year of the Associated Students shall begin on July first (1) and run through to June thirtieth (30) of the following calendar year, in accordance with the parameters adopted by the State of California. The Final Budget must be adopted no later than September fifteenth (15) in the fall semester of the same calendar year.

SECTION A. Source of Funds

1. Sales from College Photo IDs
 - a. 55% General Fund
 - b. 15% Inter Club Council Fund
 - c. 15% Scholarship Fund
 - d. 15% Reserve
2. Student Representation Fee (\$1 optional fee)

This optional one dollar fee provides support for students of representatives who state positions and viewpoints before city, county, district governments and before offices and agencies of the state and federal government. This fee is authorized by the California Education Code Section 7606.5. This fee may be waived for religious, political, financial, or moral reasons.
3. Moorpark College Bookstore Profits

All revenue from this source goes directly to the Associated Students Programming Fund for allocation by the Associated Students Programming Committee.
4. Student Center Fee (mandatory fee)
 - a. \$1.00/ per unit, maximum \$10.00/ per/ year/ per student to establish the Student Center Fee to renovate the existing Campus Center. California Education Code says that this fee cannot exceed \$10.00/ per year/ per student. This fee will remain in place for the life of the college.
 - b. All revenue from this fee goes directly to the Associated Students Student Center Fee Account.
 - c. This fee was implemented in March of 2000. The Moorpark College Student Body overwhelmingly approved this mandatory student center fee to build, renovate, and operate a Moorpark College student union.

SECTION B. Expenditures

1. When an account or budget line item has become or is in danger of becoming overdrawn, the Director of Budget and Finance shall notify in writing the Board of Directors and the Advisor, and all funds in that account or budget line item shall be frozen until the situation is rectified. It is the responsibility of the AS BOD to see that the account is balanced in order to unfreeze the funds.
2. Authorized expenditures shall carry signature approval of the Director of Budget and Finance or the President, and the Associated Students Advisor.
3. When it is necessary to issue petty cash to a member of the Board of Directors, they bear the responsibility of submitting receipt(s) documenting the money spent, and returning any monies not spent within ten (10) business days following the conclusion of the event or date of purchase. The AS BOD is liable for all monies issued to them.

ARTICLE VIII

Programming Committee Guidelines for Allocation of Funds

The Associated Students Programming Fund is derived in part, from a designated portion of those surplus funds generated by the operation of the Moorpark College Bookstore which was approved in April 1994 by members of the Moorpark College Co-Curricular, Fiscal Planning, and College Council committees. The purpose of the fund is to provide extra-curricular activities, programs and resources for the students of Moorpark College. This objective shall be achieved by allocating said funds through a Student Programming Committee (hereinafter referred to as the "AS Programming Committee") following the guidelines contained herein. The Programming Committee Guidelines for allocation of Programming Funds may be modified only as a reflection of any amendments made to said guidelines by the Associated Students Board of Directors.

SECTION A. Determination of Funds

1. The portion of the College Bookstore profits which was "earmarked" for this AS Programming Fund will be disbursed through normal college/district and Associated Students financial systems. Said funds are to be held in a special college Trust Account known as the "Associated Students Programming Fund."
2. Any funds allocated from the AS fiscal budget by the AS Board of Directors for the Programming Committee will be disbursed through normal college/district and Associated Students financial systems.
3. Any funds remaining from a previous AS Programming Committee Fund that went unused shall remain in the AS Programming Fund account, and roll over to the next fiscal year for allocation by the next year's AS Programming Committee.
4. The AS Programming Committee shall allocate this fund through a proposal application process. All allocations will be subject to the AS Board of Directors approval, provided that said allocation is in keeping with the purpose of the fund as defined in Section A of this document and within the regulations set forth by the college/district, and the California State Education Code.
5. The AS Programming Committee may designate a portion of this fund for use in Associated Students programs/events.

SECTION B. Composition of the AS Programming Committee

1. The Associated Students Programming Committee shall be composed of the following:
 - a. The AS Director of Campus Events who shall serve as the chair of the committee.
 - b. The AS Director of Budget & Finance.
 - c. The AS Director of Student Organizations
 - d. The AS advisor of the Associated Students who will be a non-voting ex-officio member of the committee.
2. Three members of the committee shall constitute a quorum.
3. The chair (AS Director of Campus Events) shall be an active voting member of the committee.
4. Appointed members of the committee must meet the minimum eligibility requirements for holding an appointed position as set forth in the Standing Rules of the Associated Students.

SECTION C. Responsibilities of the AS Programming Committee

1. The AS Programming Committee shall allocate AS Programming Funds to support extra-curricular activities on campus in accordance with the language in Section A of these guidelines.
2. It shall be the responsibility of the committee to notify all officially recognized student organizations and college departments of the available programming funds. Advertising in The Reporter (college newspaper), notifying the campus departments and posting a notice outside of the offices of the Associated Students shall be considered adequate publicity for the AS Programming Committee.
3. The first meeting of the AS Programming Committee shall be no later than the eighth week of the fall semester.
4. The AS Programming Committee chair shall be responsible for posting an agenda and compiling and distributing proposal/agenda packets to committee members at least 72 hours in advance of a committee meeting in accordance with the Brown Act.
5. All groups who have requested programming funds shall be granted the right to attend the AS Programming Committee meeting in which their proposal will be reviewed. This will ensure that all groups have the opportunity for representation before the committee.
6. The AS Programming Committee, in conjunction with the AS Director of Budget & Finance, shall submit periodic reports to all members of the AS Board of Directors.
7. In addition to the periodic reports, a year-end report shall be submitted by mid-April for approval by the AS Board of Directors and a copy of the year-end report shall be forwarded to the Moorpark College Vice President of Business Services.

SECTION D. Eligible Organizations

1. Any officially recognized Moorpark College student organization shall be eligible to apply for the AS Programming Fund in
2. Any Moorpark College department that provides a direct benefit to students shall be eligible to apply for AS Programming Fund.
3. Eligibility status to apply for the AS Programming Fund shall be determined by the AS Programming Committee chair.
4. Any Moorpark College student organization or Moorpark College department may be denied AS Programming Funds for failure to comply with these guidelines.

SECTION E. Application Procedures

To apply for the AS Programming Fund, groups must complete and submit in writing, the AS Programming Funding Application form. This form must be submitted to the AS Programming Committee chair or the AS advisor. This application form will contain the minimum information listed below:

1. Student organization/ department name
2. Student organization/ department representative
3. Student organization's advisor's signature, or campus department's Dean's signature
4. Student organization/ department statement of purpose
5. Event/ program description
6. Event/ program goals and objectives
7. Projected target population/ anticipated number of attendance
8. Proposed event/ program schedule

9. Itemized event/program budget with justifications
10. AS Programming Fund Application must be signed by a representative of the requesting group.
11. Student organization advisor's signature verifying that the application has been reviewed by the advisor, and that the event complies with the college/district rules and regulations for facility use and campus activities.
12. Campus department Dean's signature, where applicable, verifying that the application has been reviewed by the Dean, and that the event complies with the college/district rules and regulations for facility use and campus activities.

SECTION F. Distribution of Allocated Funds

1. In accepting any AS Programming Funds, a group accepts an agreement to spend the allocated money in good faith and in accordance with these guidelines, and the college district financial guidelines.
2. In accepting any AS Programming Funds, a group must name the Associated Students as a sponsor of the event/activity/program.
3. The AS Programming Fund shall be allocated to support campus activities, events, programs that will be held at the Moorpark College campus or Moorpark College facilities.
4. A funding application request, which seeks money for food, must include a statement detailing the reasons that food is necessary to the event/activity/program. The type of food should also be itemized in the application. Food requests at events/activities/programs must adhere to the campus food policy.
5. The AS Director of Budget and Finance will be responsible for all accounting for the AS Programming Fund allocations.
6. Groups will be notified of AS Programming Committee allocations via written notice by the committee chair.

ARTICLE IX *Amendments*

SECTION A. Amendments to the Standing Rules

1. The AS BOD may only make amendments to this document with a five school day written notice for any and all proposed changes.
2. The written proposed amendments shall be reviewed under "New Business", as a first reading, at a regularly scheduled AS BOD meeting, and voted upon at the following AS BOD regularly scheduled meeting.
3. Proposed amendments shall be considered in effect immediately, upon a two-thirds vote, in the affirmative, by the AS BOD.

CONSTITUTION OF THE MOORPARK COLLEGE ACADEMIC SENATE

As authorized under Title 5 of the California Administrative Code, Chapter 1, Subchapter 8, Sections 53200-53205, we, the members of the faculty of Moorpark College, are uniting to form the Moorpark College Academic Senate. We are inspired by a common desire to assist Moorpark College in vigorously promoting the quality of community college education by whatever words and actions are appropriate and necessary.

We also believe that the Academic Senate is essential for realizing the fullest educational and professional potential of each member of the faculty, and for furthering the aims and goals of Moorpark College. Towards these endeavors we pledge our mutual support and consideration.

ARTICLE I – NAME

The name of this organization shall be The Moorpark College Academic Senate.

ARTICLE II – PURPOSE

The purpose of this organization is to implement the philosophy that members of the Academic Senate have the right and responsibility, through a formal and effective procedure, to participate in the formation and implementation of college and district policies on academic and professional matters.

ARTICLE III – MEMBERSHIP

In accordance with Education Code Title 5, Subchapter 8, Section 53201, full-time and part-time certificated persons who are not designated as management by the college administration shall be voting members of the Moorpark College Academic Senate.

ARTICLE IV – ORGANIZATION

Section A: Business. The business of the Academic Senate shall be carried out through the Senate Council and the committees of the Senate. Final authority remains with the Academic Senate, which retains the rights of initiative, recall and petition, and may be the majority of votes cast countermand action taken by the Senate Council, provided that one-third or more of the general membership participate in the voting.

Section B: Meetings. The Academic Senate shall meet on campus as specified in Article III of the By-Laws. A special meeting shall be called upon petition of at least ten percent of the membership, or upon majority vote of the Senate Council.

Section C: Assessments. Assessments may be levied annually by the Senate Council, but shall not be a condition of membership.

Section D: Rules. The most recent edition of Roberts' Rules of Order shall govern the Academic Senate on all matters not specifically covered by this constitution and its by-laws.

ARTICLE V – SENATE COUNCIL

The affairs of the Academic Senate as herein specified shall be conducted by the Academic Senate Council.

Section A: Membership. The membership of the Academic Senate Council shall include the following elected and voting officials:

President, Vice President, Secretary, Treasurer, a representative from each Moorpark College department (see By-Laws). The immediate Past-President shall serve as an ex-officio, non-voting

member of the Academic Senate Council.

Section B: Duties. The duties of the elected officers, chairpersons, and representatives shall be those outlined in Roberts' Rules of Order and detailed by the By-Laws of the Academic Senate.

Section C: Terms. The term of office for each elected officer shall be two years, beginning the first day of June of odd-numbered years, and for each representative shall be one year, beginning the first day of June.

Section D: Nominations and Elections. Nominations for the offices of President, Vice-President, Secretary, and Treasurer shall be made by a nominating committee of the Academic Senate Council selected from its members. Nominations may also be made by any member of the Academic Senate. Voters may write in votes on the election ballot.

The list of candidates shall be published and presented to the Academic Senate Council and shall be no later than the following May 15.

Voting shall be by secret ballot. A simple majority of those Academic Senate members voting shall be sufficient for election. If no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the most votes on the first ballot.

Representatives from the college departments shall be elected as specified in the By-Laws.

Section E: Vacancies on the Senate Council. Resignation from any position on the Academic Senate Council shall be presented in writing to the Academic Senate President. An election for the removal of any elected officer shall take place when the Academic Senate Council is presented with a petition so requesting, and that petition has been signed by fifty percent of the number of those Academic Senate members voting in the most recent election. A two-thirds majority of those voting shall be required to recall an official. The terms of recalled officers shall end at the end of the semester during which the recall election takes place. Vacancies caused by resignation shall be filled by a two-thirds vote of the Academic Senate Council. Vacancies caused by recall shall be filled by a special election of the Academic Senate as a whole.

Section F: Committees. Standing Committee chairpersons (see By-Laws) shall be elected by the Academic Senate. Membership of such committees shall be appointed by the Academic Senate Council. Committee chairpersons shall be non-voting members of the Academic Senate Council.

Ad Hoc committees may be appointed by the Academic Senate Council as the need arises. The chairperson of each ad hoc committee shall be named by the Academic Senate Council.

The Academic Senate Council shall determine committee jurisdiction and responsibilities.

It shall be the duty of the committees:

- a) To consider, study, and make recommendations on all matters submitted to it by the Academic Senate President and senate Council, Committee chairperson, or the Academic Senate.
- b) To report to the Academic Senate Council, and thereafter to the Academic Senate, with or without the approval of the Academic Senate Council.
- c) To submit a proposal to the Academic Senate Council for review prior to undertaking a study or investigation. In the event that the Academic Senate council disapproves the proposal, the committee may appeal the decision of the Academic Senate Council to the Academic Senate in regular session or petition and ballot.

It shall be the duty of the committee chairperson:

- a) To call regular meetings of the committee and to publish notice of committee meetings in sufficient time to inform all Academic Senate members.
- b) To prepare agendas for committee meetings, to be responsible for maintaining all committee records, and to report committee actions to the Academic Senate Council and to the Academic Senate.
- c) To maintain liaison with other committees and with the Academic Senate Council.

ARTICLE VI – AMENDMENTS

Section A: Proposal. An amendment to the Academic Senate Constitution or its By-Laws may be proposed by a majority vote of the Academic Senate Council or by a written petition signed by at least ten percent of the Academic Senate membership. The proposed amendment shall be placed in faculty mailboxes at least two weeks prior to a regular meeting of the membership at which it will appear on the agenda, or one month prior to a written ballot of the Academic Senate membership.

Section B: Adoption. Adoption of an amendment to this Constitution shall require a two-thirds majority of those voting. An amendment to the By-Laws shall require approval by a majority of those voting. All votes on amendments to the Constitution or its By-Laws shall be by secret, written ballot.

ARTICLE VII – RATIFICATION

Adoption of this Constitution shall be effected by a majority of those Academic Senate members voting to ratify it, in a written, secret ballot.

MOORPARK COLLEGE ACADEMIC SENATE BY-LAWS

ARTICLE 1 – ACADEMIC SENATE COUNCIL

Section A: Function and Responsibilities. It shall be the function of the Academic Senate Council to transact the business of the Academic Senate, to develop and implement the policies of the Faculty, and to serve as the voice of the Faculty.

It shall be the responsibility of the Academic Senate Council:

- a) To establish procedures for determining and implementing Faculty policies.
- b) To be the official representative of the Faculty in relationships with the College and District administration and with the Board of Trustees, on all academic and professional matters.
- c) To establish standing rules to expedite the transaction of Academic Senate business.
- d) To appoint the members of standing committees.
- e) To establish subcommittees and ad hoc committees when necessary, appointing the members and naming the chairperson of each committee.
- f) To advise the Academic Senate President; to assist the Academic Senate President in preparing agendas; and to perform those duties requested by the Academic Senate President or the Academic Senate.

Section B: Basis of Representation. Representation shall be based upon academic “departments” as administratively organized. Each “department” is defined as that portion of the full- and part-time faculty administered by a department chair or coordinator (as those terms are defined in the VCCCD/AFT bargaining agreement). Faculty members assigned to more than one department shall be represented within the department to which the greater amount of their assignment is allocated.

The faculty representative to the senate must have the majority of his/her load allocated within the department he/she represents, and may be either a full- or part-time member of the faculty.

It shall be the responsibility of each representative:

- a) To represent the viewpoints of the department electors.
- b) To maintain liaison and report Academic Senate Council business and activities to all members of the electing department. The method of selecting a departmental representative shall be determined by the members of each department. Departmental representatives shall be elected and ready to serve no later than the 1st of June.

Section C: Duties of Officers.

President. It shall be the duty of the President:

- a) To preside at all meetings of the Academic Senate and the Academic Senate Council.
- b) To serve on the Moorpark College and College District administrative councils upon invitation by the administration.
- c) To represent the Faculty at meetings of the Board of Trustees and to keep the Academic Senate informed of pertinent decisions and topics of discussion.
- d) With the Academic Senate Council, to assign to appropriate committees such matters as are requested by Academic Senate members.
- e) To communicate Academic Senate and/or Academic Senate Council recommendations and proposals to the President of the College.
- f) To communicate recommendations and proposals to the Ventura County Community College District Governing Board.
- g) To prepare, with the Senate Council, the agenda for Senate meetings.
- h) To be an ex-officio member of all committees except as otherwise provided in these By-Laws.
- i) To assist faculty requesting grievance aid through the Senate.
- j) To represent the faculty at the annual budget meetings on campus.
- k) To perform other duties as assigned by the Senate or the Senate Council.

Vice-President. It shall be the duty of the Vice President:

- a) To serve for the President of the Academic Senate during any temporary absence of the President.
- b) To be an ex-officio member of such committees as are designated by the Senate Council.
- c) To be a member of the Moorpark College and District Administration Councils upon invitation of the Administration.
- d) To represent the President of the Academic Senate as the President, Senate Council or Senate may direct.
- e) To serve with the President as faculty representative on the College Budget Committee.
- f) To perform other duties as assigned by the Senate or Senate Council.

Secretary. It shall be the duty of the Secretary:

- a) To issue notices of meetings, publish agendas, keep records and publish and distribute minutes of all Senate and Senate Council meetings.
- b) To conduct all correspondence appropriate to this office.
- c) To serve on the college budget committee at the request of the Senate President.
- d) To perform other duties as assigned by the Senate or Council.
- e) To publish a summary of major year's actions, proposals and accomplishments for distribution to the members of the Senate.

Treasurer. It shall be the duty of the Treasurer:

- a) To collect all assessments of the Senate when directed by the Senate Council.
- b) To deposit funds as necessary in the name of the Senate.
- c) To issue checks, as needed, co-signed by the President of the Senate and/or the Senate Council.
- d) To serve on the college budget committee at the request of the Senate President.
- e) To perform other duties as assigned by the Senate or Senate Council.

Order of Precedence. Order of precedence for officers shall be as follows:

President, Vice-President, Secretary and Treasurer. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary function of the absent officer. A further order of precedence may be established by the Senate Council.

Section D: Vacancies on the Senate Council. Vacancies shall be filled as follows:

President: The Vice-President shall succeed to this position for the unexpired portion of the President's term.

Other elected office: The President of the Senate shall notify the Senate membership of the vacancy. Any Senate member may nominate by petition signed by ten Senate members. Petitions must be filed with the President within ten teaching days after the announcement of the vacancy. If no petition is filed, the Senate Council's Committee on Nominations shall select candidates. Upon majority approval of the Senate Council membership voting, the candidate shall be appointed to fill the vacancy. If two or more petitions are filed, a special election among the general Senate membership shall be held to fill the vacancy. The vacancy shall be filled for the remainder of the term of office.

ARTICLE II- PREROGATIVES OF THE MEMBERSHIP

Any member of the Senate may:

Attend any meeting of the Senate Council or of a Senate Committee other than an executive session ("executive session" as defined in the Brown Act).

Bring matters of concern to the attention of the Senate Council or the Senate at a meeting by prior request for time on the agenda or by requesting the floor from the president chairperson.

Initiate action or policies, when the Council has not responded to regularly channeled requests, through a petition signed by 10 percent of the Senate membership stating the action to be considered and requesting a special Senate meeting or a place on the agenda of a regular meeting. An initiative action shall be confirmed when passed by a majority of the Senate membership by written ballot. Action for recall shall be confirmed when passed by 50% of the Senate membership by written ballot.

ARTICLE III – MEETINGS

At least one meeting of the Senate shall be scheduled each semester and shall be planned, through consultation on probable class scheduling, other events, etc., for maximum opportunity for attendance by all members.

The Senate Council shall meet at least once a month during the school year.

Guests (non-Senate members) may be admitted to meetings upon invitation of the Senate President and/or the Senate Council for the purpose of disseminating information and clarifying policy. Guests may not participate in meetings unless requested to do so by the chairperson of the meeting.

A quorum for Senate meetings shall be at least one-third of the membership; and for the Senate Council, a simple majority. In case of a vacancy in a representative position, the Council quorum shall be considered reduced by one until such vacancy is filled by the department.

ARTICLE IV – GRIEVANCE PROCEDURE

Provision. Pursuant to Article 4, Section 3543 of the Collective Bargaining Law (SB 160): “Any employee may at any time present grievances to him/her employer, and have such grievances adjusted, without the intervention of the exclusive representative, as long as the adjustment is reached prior to arbitration pursuant to Sections 3548.5, 3548.6, 3548.7, and 3548.8 and the adjustment is not inconsistent with the terms of a written agreement then in effect; provided that the public school employer shall not agree to a resolution of the grievance and the proposed resolution and has been given the opportunity to file a response.

Definition. A “grievance” is a claim by one of more teachers that there has been a violation, misinterpretation or misapplication of a provision of academic and/or professional rights, a violation of its or his/her right to fair treatment, or a violation, misapplication or misinterpretation of any law, Board policy, practice or regulation.

Purpose. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the academic and professional affairs (exclusive of contract provisions) of teachers. Proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention by the Senate provided that the adjustment is not inconsistent with the terms of the contract and that the exclusive bargaining agent be given the opportunity to be present at such adjustment to state its views.

Procedure

- a) **Level One:** An aggrieved person will first discuss the grievance with the immediate superior with the objective of resolving the matter formally.
- b) **Level Two:** If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no written decision has been rendered within five (5) days after the presentation of the grievance, he/she may file the grievance in writing simultaneously with the Senate President (or designee) and the Vice President for Student Learning.

Within ten (10) days after receipt of the written grievance by the Vice President of Student Learning, he/she will meet with the aggrieved person and Senate President or designee in an effort to resolve it.

- c) **Level Three:** If the aggrieved person is not satisfied with the dispensation of his/her grievance at Level Two or if no written decision has been rendered within ten (10) days after he/she has first met with the Vice President for Student Learning and Senate President, he/she may submit the issue to the Professional Affairs Committee with a recommendation for policy change.

Rights of Teachers. No reprisals of any kind will be taken by the Chancellor or any member or representative of the administration or the Board against any aggrieved person, any party of interest, any member of the Academic Senate, or any other participant in the grievance procedure by reason of such participation.

Files. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file with the Academic Senate, for a minimum period of two years and will not be kept in the personnel file of any participants.

**MOORPARK COLLEGE
CLASSIFIED SENATE CONSTITUTION**

MISSION STATEMENT

The Moorpark College Classified Senate sees its mission as:

- Advocating the value and contributions classified staff provide to the learning environment;
- Providing quality service to promote student success;
- Cooperating with campus organizations in the interest of enriching the educational environment of Moorpark College and the Ventura County Community College District;
- Promoting the participation of classified staff in participatory governance at Moorpark College; and
- Developing and supporting classified employees at Moorpark College through campus activities.

ARTICLE I. - NAME

The name of this organization shall be the Moorpark College Classified Senate.

ARTICLE II. - PURPOSE

The purpose of this organization shall be to address the nonunion concerns of the classified staff and in the spirit of participatory governance work with college management in the implementation of solutions and the development and implementation of college goals and objectives to promote campus community involvement, personal development, and collegiality.

ARTICLE III. - MEMBERSHIP

All regular, permanent and probationary full-time and part-time, merit system, non-management, non-supervisory and confidential employees whose work assignment is attached to Moorpark College shall be included.

ARTICLE IV – ORGANIZATION

Section A – Business

The business of the Classified Senate shall be carried out through the Classified Executive Board and its committees. Final authority remains with the Classified Senate which retains the rights of initiative, recall, and petition and may, by majority of votes cast, countermand action taken by the Board, provided that one-third or more of the general membership participates in the voting.

Section B – Meetings

The Classified Senate shall meet on campus as specified in Article II of the Bylaws. A special meeting shall be called upon petition of at least 10 percent of the membership or upon majority vote of the Classified Executive Board.

Section C – Rules

The most recent edition of “Robert’s Rules of Order” shall govern the Classified Senate on all matters not specifically covered by this Constitution and its Bylaws.

ARTICLE V – CLASSIFIED EXECUTIVE BOARD

The affairs of the Classified Senate as herein specified shall be conducted by the Classified Executive Board.

Section A – Membership

The membership of the Classified Executive Board shall be four elected officers: president, vice president, secretary, treasurer, and one representative from each of the area division as defined by the Bylaws, and the past president.

Section B – Duties

The duties of the elected officers and area division representatives shall be those outlined in the Bylaws of the Classified Senate.

Section C – Terms

The term of office of each elected officer and area division representative shall begin on November 1. The term of office shall be for two years with no person serving more than two consecutive terms in one office.

Section D – Nominations and Elections

The Classified Executive Board will appoint a Nominations Officer who will, on or before September 15 of the election year, submit nominations forms to all members of the Classified Senate. The nominations will include general election nominations for president, vice president, secretary, treasurer, and area division representatives. The nominations shall be returned in one week. Following the return of nominations, the Nominations Officer shall verify with each nominated employee, their wish to be nominated. On or before October 1, the Nominations Officer shall submit an official secret ballot to each member of the Classified Senate. These ballots shall be returned on or before October 7. On or before October 14, the Nominations Officer shall tally the election results in the presence of a quorum of the outgoing Classified Executive Board. The candidate receiving the most votes of those Classified Senate members voting shall be sufficient for election of any officer or representative.

Section E – Vacancies on the Classified Executive Board

Resignation from any position on the Classified Executive Board shall be presented in writing to the Classified Executive Board president. Vacancies shall be filled according to procedures outlined in the Bylaws.

Section F – Committees

Classified Executive Board may establish committees to deal with issues as the need arises; the chairperson of each committee shall be named by the Classified Executive Board. The Classified Executive Board shall determine the definition, goals and intended timeline for each committee. The chairperson of each established committee shall make committee membership recommendations to the Classified Executive Board, who will have the final responsibility for committee membership selection. It is the responsibility of the committee chairperson to report back all findings and recommendations of the committee, to the Classified Executive Board. Responsibility for final action rests with the Classified Executive Board, unless 10 percent of the Classified Senate membership petitions for a full vote of the Classified Senate.

Article VI – Amendments

An amendment to the Constitution or to the Bylaws may be proposed by a majority vote of the Classified Executive Board or by a written petition of at least 10 percent of the senate membership. The proposed change shall be distributed to all Classified at least two weeks prior to a written ballot of the Classified Senate membership. Adoption of an amendment to the Constitution shall require a two-thirds majority of the membership voting by secret ballot. An amendment to the Bylaws shall require approval of a majority of the membership voting by written ballot.

Article VII – Bylaws

The Moorpark College Classified Executive Board shall prepare and present, and a majority of the membership of the Classified Senate shall adopt, by secret ballot, such bylaws as are deemed necessary to the efficient operation of this senate; provided, however, that all such bylaws shall be consistent with provisions of this Constitution. Any Bylaws, or amendments thereto, or repeal thereof, which shall contravene any provision of this Constitution or any policy of Moorpark College, shall be null and void and of no effect from inception.

Approved and Adopted March 5, 2009