



# **Classified Employees Council**

## **Constitution and Bylaws**

**Adopted September 23, 1987**

**Revised by CEC July 20, 2001**

**Revised by CEC April 23, 2004**

**Revised by CEC November 09, 2004**

**Revised by CEC April 25, 2006**

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## **CEC Mission Statement**

**The Classified Employees Council is committed to improving quality service, and improving communication throughout the Adams State College campus, representation of classified staff, and increasing awareness of classified employee scholarship funds.**

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# CONSTITUTION

## ARTICLE I.

The name of this body shall be the “Classified Employees Council.”

## ARTICLE II.

The purpose of the Adams State College Classified Employees Council is to serve the College by representation of *classified* (See glossary p.8) employees in:

1. Promoting the designated role and mission of the *institution* (See glossary p.8).
2. Providing two-way channels of communication for classified employees and the ASC Administration on matters and policies affecting classified personnel.
3. Promoting the environment and unity of the classified staff.
4. Providing classified employees with current, pertinent information affecting the institution, employee status and welfare, including legislation and state policy changes.
5. Promoting interaction and communication among classified employees, the ASC Administration and greater college community.
6. Promoting a positive public image of classified personnel throughout the college and community.

# BYLAWS

## I. RESPONSIBILITY

The Classified Employees Council is advisory to the President of the College, as well as to the Human Resources Director.

## II. MEMBERSHIP

The Council shall consist of nine Adams State College classified employees, elected by their peers. To be eligible to serve on the Council, classified employees must be *certified* (See glossary p.8). The seven members shall be elected as follows, if possible:

- **One** from clerical personnel
- **One** from maintenance personnel
- **One** from technical personnel
- **Four** at-large positions

All seven members shall have equal voting rights on the Council. Any Council member having over **two** consecutive absences or more than **four** absences in any one year will be automatically terminated from the Council.

The Vice President of Finance and Administration is an ex-officio representative of the ASC Administration on the Council.

### III. ELECTION OF COUNCIL MEMBERS

Open Council positions will be advertised before the spring general meeting, allowing nominations up to and during the meeting. Nomination ballots (with a list of certified classified employees) will be solicited by mail or at the spring general meeting from classified employees.

Elections will be conducted at the general meeting on approximately April 15<sup>th</sup> of each year.

Ballots will be counted, and new Council members announced, at the end of the April general meeting.

In the event that no nominations are received, the Council will appoint a member to serve in the vacant position.

### IV. TERMS OF OFFICE

Term of office for each member shall be **three** years. Term of office shall begin in May and end in May at the end of the three years.

There shall be a limit of **two** consecutive terms as a council member.

If an employee has served **two** consecutive terms, then they must wait at least **one** year before serving on the Council again.

If a Council member resigns within a term of office, the Council will appoint a new member to finish out the term.

### V. COUNCIL OFFICERS AND REPRESENTATIVES

Officers of the Council shall consist of:

- President
- Vice President
- Secretary
- Treasurer

Officers will be elected at the May Council meeting. Out-going council officers will attend the May Council meeting and turn over notebooks and answer any questions new Council officers may have regarding their offices. No member shall hold more than one office each year

The Council shall be represented on:

- Classified Employees Scholarship Committee
- ASC Budget Committee
- Statewide Liaison Council

Representatives will also be appointed at the May Council meeting. The individual selected to represent Adams State College on the Statewide Liaison Council will be a voting delegate. If the appointed representative is unable to attend a statewide meeting, an alternate representative will be selected from within the Council to attend the meeting. Expenses for attending the Statewide Liaison Meeting will be reimbursed by the President's Office. The representative will be granted administrative leave. Representative positions will be for one year.

## VI. DUTIES OF OFFICERS AND REPRESENTATIVES

### ***President***

- Prepares the agenda and presides at all meetings of the Council.
- Enforces obligations imposed by the Council Bylaws relating to the administration and work of the Council.
- Acts as Liaison between ASC Administration and Council when necessary.
- Performs other duties as may be deemed necessary by the Council.

### ***Vice President***

- Serves as President in his/her absence.
- Assumes duties of the President for unexpired terms in the event the President is unable to do so.
- Chairs special projects.
- Performs other duties as may be deemed necessary by the Council.

### ***Secretary***

- Records and distributes minutes of Council and Campus meetings to CEC, classified employees, President, Vice President of Finance and Administration and Human Resources Director. Maintains a file of all meeting minutes and information.
- Conducts official correspondence for the Council.
- Reserves meeting room for all meetings.
- Provides Constitution/Bylaws to new Council members.
- Website maintenance.
- Performs other duties as may be deemed necessary by the Council.

## ***Treasurer***

- Keeps a record of revenue and expenses.
- Is responsible for completing purchase requisitions as necessary.
- Keeps record of scholarship transfers to the ASC Foundation scholarship fund.
- Performs other duties as may be deemed necessary by the Council.

## ***Classified Employees Scholarship Committee Representative***

- Acts as Liaison between Council and Scholarship Committee.
- Attends Scholarship Committee meetings and reports to Council on meetings.
- Receives scholarship applications, codes applications and returns to Scholarship Committee for review process.
- Works with Council to transfer scholarship funds to ASC Foundation Scholarship fund.

## ***ASC Budget Committee Representative***

- The Classified Employee Council President or Council designee will attend all ASC Budget Committee meetings as a voting member of the committee.
- Reports to the Classified Employee Council on all ASC Budget Committee proceedings.

## ***Statewide Liaison Representative***

- Represents ASC classified employees at Statewide Liaison Council meetings.
- Attends quarterly meetings of the Statewide Liaison Council. Reports on meetings to Council and other classified employees upon specific request.
- Prepares quarterly report to Statewide Liaison Council on ASC Classified Employees Council.
- Handles concerns and correspondence between Council and Statewide Liaison Council.

## **VII. COUNCIL MEETINGS**

Council meetings will be held 11 months out of the year with the exact day and time to be established by the Council. Additional special meetings may be called as necessary. Minutes are to be recorded and submitted to all Council members, classified employees, the President, the Vice President of Finance and Administration, and the Human Resources Director. A semi-annual meeting with the President will be held (January and July).

## VIII. QUORUM

At least 2/3 of the members on the Council must be present at each meeting to conduct business.

## IX. RECORDS

The Council President and Treasurer will prepare an end-of-year narrative and financial report for presentation at the May meeting. All records will be kept for a period of seven years.

## X. CLASSIFIED EMPLOYEE CONCERNS

Topics or concerns of classified employees may be brought before the Council. Such concerns may be either submitted in writing or by requesting attendance at a monthly meeting of the Council. Concerns expressed to the CEC and/or relayed to the administration at the request of the employee are to remain confidential (name withheld) unless specific permission is given in writing by the classified employee. The Council will direct the concerns to the proper personnel.

## XI. CLASSIFIED EMPLOYEES GENERAL MEETING

There shall be four regularly scheduled meetings of all ASC classified employees each year. Two meetings are devoted strictly to council business with two meetings being devoted to guest speakers and campus updates. Paper mail and e-mail notices will be sent to all ASC classified employees, and e-mailed to all ASC staff.

Fall – business meeting.....Approximately October 15<sup>th</sup>

Spring – business meeting...Approximately April 15<sup>th</sup>

Additional meetings may be requested by the Council, other ASC classified employees, ASC Administration, or the State Personnel Department. The Council will notify the Vice President of Finance and Administration and the Human Resources Director before holding any General Meetings.

Attendance of ASC classified employees at all general meetings will be encouraged and supported by the ASC Administration.

## XII. CONSTITUTION & BYLAWS CHANGES

All changes to this Constitution and Bylaws must be:

1. Approved by a majority of the Council members.
2. Approved by a two-thirds majority of the ASC classified employees at a scheduled or special meeting.
3. The approved amendments will be presented to the President, the Vice President of Finance and Administration, and Human Resources Director.
4. Once approved by the President, Vice President of Finance and Administration, and Human Resources Director the approved Constitution and Bylaws will become effective at close of business that day.

## **ASC MISSION STATEMENT**

*Adams State College dedicates its resources to provide opportunity and access for all students. The College is an innovative leader that recognizes the inherent educational value of diversity. It is a catalyst for the educational, cultural, and economic interests of rural Colorado, the surrounding region, and the global community.*

## **INSTITUTIONAL GOALS**

- *Promote academic excellence*
- *Cultivate a high-quality, student-centered environment*
- *Provide educational access and opportunity for success*
- *Preserve and promote the unique history and culture of the region*
- *Stimulate economic development in the San Luis Valley*
- *Improve organizational effectiveness*
- *Build financial stability*

## **VISION STATEMENT**

*We measure our success by the success of our students in achieving their life goals. We are Colorado's most effective state-assisted four-year college. Our efforts provide a high quality educational experience through a supportive and rigorous learning environment. Our programs recognize the value of continual improvement while embracing diversity of culture and ideas that stimulate intellectual growth.*

## GLOSSARY OF TERMS

**Institution**—to include the Colorado State Personnel System and Adams State College.

**Certified employee**—as defined in the 2007 State Employee Handbook, "When you are first appointed to a permanent position in the state personnel system, you serve a probationary period before you are "**certified**." This probationary period ordinarily may not exceed one year. It may be less if your supervisor evaluates your performance level as good or higher and recommends that the probationary period be ended. After you have satisfactorily completed your probationary or trial service period, you are "**certified**" to your position in the state personnel system."

**Classified**—as defined in the Colorado Constitution, Article XII, Section 13, "Appointments and promotions to offices and employments in the personnel system of the state shall be made according to merit and fitness, to be ascertained by competitive testing of competence without regard to race, creed, or color, or political affiliation."

**Coding**—the Council Scholarship Representative will code each application numerically ensuring anonymity of scholarship applicants when reviewed by scholarship committee members.

# NOMINATION FORM

## CLASSIFIED EMPLOYEES COUNCIL

**Nominations** are now being accepted for the following positions on the Classified Employees Council. Please submit the name of the individual you would like to nominate in each area. (You need not nominate in each area if you do not wish to do so.) If you are interested in a position, self-nominations are permissible and welcome.

**It is your responsibility** to check with your nominee(s) concerning their willingness to serve on the Council before submitting their name. Please supply the required information on each nominee. Also, please check the attached sheet to verify the area of eligibility of each individual you nominate. The At-Large representative(s) may come from any area. All terms are **three**-year terms unless otherwise noted.

**I nominate the following person(s) for the current vacant position(s):**

**Clerical** \_\_\_\_\_

**Maintenance** \_\_\_\_\_

**Technical** \_\_\_\_\_

**At-Large** \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

(Nomination forms will not be accepted without required information and signature.) Please return to Council President by

\_\_\_\_\_.

# Classified Employees Scholarship Guidelines

Effective November 1, 2009

## ***Mission of the Classified Employees Scholarship***

**ASC Classified Employees have established a scholarship specifically for classified employees and their families in order to provide financial assistance to those applicants who meet the requirements as set forth below.**

### **Scholarship Requirements**

1. Application packets must be completed and returned by June 1<sup>st</sup> for the upcoming Fall term. Applications for Spring term are due by October 1<sup>st</sup>. Applications for Summer term are due by March 1<sup>st</sup>. Incomplete or late applications will not be considered.
2. Applicant must be a current or retired ASC certified\* classified employee, or a son, daughter, spouse, or person (herein after referred to as "dependent") who is at least 50% dependent\*\* upon a current or retired ASC certified classified employee.
3. If the applicant is a current ASC certified classified employee, he or she must be employed at least .50 FTE (50% of full-time) at the time of application.
4. If the applicant is a son, daughter, spouse, or other dependent of an ASC certified classified employee, he or she must be a degree-seeking student at Adams State College.
5. ASC current or retired certified classified employees need not be degree seeking. Extended Studies courses such as Ed2Go are eligible.
6. Applicant must have and maintain a cumulative G.P.A. of 2.75 or better.
7. Applicant must submit a recent, unofficial copy of transcripts.
8. Applicant must complete the application form provided in the Scholarship Brochure which can be obtained at the One-Stop Center or by logging on to <http://www.adams.edu/committees/cec/scholarship%20app.pdf>
9. Applicant must submit a letter of application explaining his or her background, educational goals, evidence of school, community, and/or family involvement, and a statement explaining why he or she deserves this scholarship.
10. Recipients must meet the load requirement and will receive the award as follows, based on available funds and meeting all criteria:

<b><u>Applicant</u></b>	<b><u>Load Requirement</u></b>	<b><u>Award per term</u></b>
Son, daughter or dependent	12 credit hours per term	\$500.00
Spouse (non-ASC employee)	6 credit hours per term	\$300.00
ASC classified employee	3 credit hours per term	\$100.00

11. Recipient must help with a classified employee scholarship fundraiser for each awarded term.
12. Non-compliance with the above requirements will result in revocation of scholarship funds.
13. Renewal of the scholarship is not automatic. Re-application is required.
14. Should scholarship recipient elect to decline the awarded scholarship, recipient must make written notification to the CE Scholarship Committee Chairperson within 30 days of award notification.
15. There shall be a Term Award Cap of \$1,500.00. No more than \$1500.00 shall be awarded in total. Stipulation – no one student shall be awarded more than two terms in any one school year. If in any 2 consecutive years the Scholarship Fund principal is depleted by more than \$1,000.00 the council must meet to reconsider the amount of awards made.

\*Certified is defined as an employee who has completed a minimum of one year of continuous employment at ASC.  
\*\* *Dependent status determined by IRS/Federal Tax Return guidelines.*

## **CEC Educational Grant**

Formalized Criteria October 2004

Adopted by Son/Daughter Scholarship Committee on May, 2001

### ***Mission of the CEC Educational Grant***

ASC Classified Employees have established a second scholarship specifically for classified employees and their families in order to provide financial assistance to those applicants who meet the requirements as set forth below.

#### **Scholarship Requirements**

1. Must be a dependent, spouse, or employee (current or retired) certified at least .5 employee.
2. Applicant must have and maintain a cumulative GPA of 2.0 or better.
3. Applicant must be enrolled in six credit hours or more.
4. The applicant's transcripts will need to be sent in and reviewed.
5. Applicant must submit a letter of application.
6. Award will be received in June with review in December.
7. Award will be \$200 a year (\$100 per term that can be revoked upon review).
8. \$1000 per year total may be awarded to all applicants.
9. Applicant must submit application, letter of application and transcripts by March 15<sup>th</sup>.

# K-12 Enrichment Fund

Formalized Criteria October 2004

## ***Mission of the K-12 Enrichment Fund Committee***

ASC Classified Employees have established a scholarship specifically for children or grandchildren of classified employees in order to provide financial assistance to those applicants who meet the requirements as set forth below.

1. Must be dependents or grandchildren of current or retired certified employee.
2. No GPA requirement.
3. Applicant must complete an application including goals and needs that must be submitted 60 days prior to event due date.
4. Applicant must submit a letter of appreciation.
5. Scholarship will be awarded upon submission and review.
6. Scholarship award will be up to \$150 and the total awarded per year will be \$1500.
7. There will only be one award per employee per year.

## Council/Committee Procedures

### ***Mission of the Scholarship Committee***

The Classified Employees Scholarship Committee shall be charged with reviewing scholarship applications and making recipient selections based on the criteria set forth by the ASC Classified Employees.

1. The Classified Employees Council Scholarship Liaison will code (See CEC Constitution Bylaws Glossary page 9) all scholarship applications and present them to the Scholarship Committee by June 15<sup>th</sup> for the upcoming Fall semester, October 15<sup>th</sup> for the Spring semester and March 15<sup>th</sup> for the Summer session.
2. The Scholarship Committee will present its selections to the Classified Employees Council no later than June 29<sup>th</sup> for the upcoming Fall semester, October 29<sup>th</sup> for the Spring semester and March 29<sup>th</sup> for the Summer session.
3. The Scholarship Committee and Council President will send a letter of notification to all scholarship applicants by July 1<sup>st</sup> for the upcoming Fall semester, November 1<sup>st</sup> for the Spring semester and April 1<sup>st</sup> for the Summer session.
4. The Scholarship Committee will review academic progress, enrollment loads, and the fundraiser requirement of all recipients prior to the release of funds for the semester.
5. The CEC Representative will notify recipients of fundraiser dates and times at least five days prior to fundraisers. A sign-in sheet for scholarship recipients will be available at all fundraisers as evidence of attendance. Non-compliance with the above requirements will result in revocation of scholarship funds.
6. The Scholarship Committee shall consist of five members who are not serving on the Council and who have been employed as classified employees at Adams State College for at least one year.
7. The Scholarship Committee members shall serve on a voluntary basis with members (4/3) holding a staggered three-year term.
8. The CEC representative of the Classified Employees Council serves as a non-voting member of the Scholarship Committee for advisory purposes only.
9. Total award amount shall not exceed \$1,500.00 per academic term. Preference will be given to children of ASC employees according to GPA.

10. Scholarship Committee members are not eligible to apply for a scholarship.
11. Eligible applicants may apply for any of the CEC Scholarships.
12. Son or daughter includes: biological, foster, adopted, and step children, regardless of age. Determination of dependent or independent status is not a factor for consideration. Son, daughter, or spouse does not include in-laws.

\*Footnote: Revisions were approved by a 75% majority voice vote on October 15, 2009.