



Join Us
for a
Meet & Greet
To Celebrate You!

*We are welcoming new employees &
acknowledging others for milestone achievement.*

Tuesday, April 4, 2017

11:30-1:00pm

Gymnasium

Room 407

Meeting Minutes



Date: Wednesday, March 7, 2018

I. Call to Order

- Paul Kuttig called the meeting to order at 9:07 a.m.

II. Roll Call

- Paul Kuttig, Terri White, Jessica Kawelmacher, Katie Bachman, Lynn Charlton, Sylvia Sotomayor, Sherri Windish, Jan Moline, Anna Carlson, Kari Benson, Candace Cornett, Kristie Nichols, and President Jill Board (Guest)
- Senators Absent: Mark Lathrop

III. Approval of 02/21/2018 Minutes

- Terri White motioned to approve the corrected minutes.
- Katie Bachman second the motion.

IV. Approval of Agenda

- Terri White would like to add a discussion about the Classified Staff Member of the Year during the open discussion.
- Terri White motioned to approve the agenda.
- Katie Bachman second the motion.

V. Treasurer's Report

- Balance in the treasury is **\$353.24**
 - Checking: **\$328.24**
 - Savings: **\$25.00**

VI. College Council Report

- Paul Kuttig gave report for College Council: no new information at this time.
 - Still discussing program reviews
 - Reviewed the college mission, vision and goals statement drafts.
 - No major changes to report, some minor wording changes.

VII. Reports from College Governance Committees

- Program Review: Sylvia Sotomayor
 - Committee is still reviewing program reviews.
- Professional Development Committee: Sylvia Sotomayor
 - Committee has not met since the last Classified Senate meeting.
- TRT: Paul Kuttig
 - Committee has not met since the last Classified Senate meeting.
- Safety Committee: No Representative at this time
 - It is noted to identify the new Safety Committee representative for reporting out.
- Facilities Committee: Mark Lathrop
 - Mark Lathrop not present to report out.
- Budget Committee: Kathryn Bachman
 - The committee discussed the Budget Committee charge/composition/evaluation and assessment in the Participatory Governance Document
 - Reviewed the Governor's January budget proposal - including the Dept. of Finance simulation.
 - Reviewed the budget calendars for both KCCD and the college
 - April 19 to present a budget to College Council.
 - Reviewed the recommendation that a subcommittee of the District-Wide Budget Committee put forward to consultation council.
 - As part of the budget review process, the committee will be evaluating the requests with the use of a rubric and to fine tune that rubric so it can be distributed in advance of next year's planning process.

- This rubric will help the program managers develop their budget
 - The next committee meeting will be held, 03/06/2018, and will include Facilities and IT to discuss their budgets and how money is being spent.
 - Holiday Decorating: Lynn Charlon
 - No update to report out at this time.
 - Birthday Potluck Report: Deborah Gregory
 - Paul Kuttig read the report:
 - The birthday breakfast potluck from 02/06/2018 was not well attended despite multiple emails being sent to everyone.
 - The next birthday potluck will be 04/04/2018 and it will be a lunch potluck.
 - The location has not been determined at this time.
 - Mentor Program: Juli Maikai
 - Paul Kuttig read the report:
 - The Mentor Program is needing more mentors and the committee is accepting applications now until 04/27/2018.
 - Prospective mentors need to have reached their permanent status and must have approval from their immediate supervisor.
 - The next mandatory Mentor Training will be 05/18/2018 from 9:00 a.m. – 11:00 a.m.
 - Hunger Free Campus: Kathryn Bachman
 - 2nd event was held last week on 02/28/18 and 03/01/18 with the bagging event held on 02/27/18.
 - Initially, after bagging there were only 27 bags created.
 - Katie purchased additional food items, amounting to \$190 and with that created an additional 25 bags of food.
 - Employees also donated several bags of food items, totaling 60 bags for the event.
 - 52 bags of food items were given away during the two days.
 - Student feedback about events: they were appreciative and thankful
 - Some items that were requested: more toiletries (toothpaste, toilet paper, etc.), fresh fruit, baby food and diapers.
 - Future Hunger Free events will be held on the 3rd Wednesday and Thursday of each month.
 - Grab n' Go Stations are doing well
 - Stations will be in Counseling, ACCESS and the LRC
 - Future stations will be placed in high student-traffic areas.
 - Delivery from CAPK out of Bakersfield will be happening the week of the 19th.
 - Contracts with CAPK will be going to the Board on Thursday to be approved and work with CAPK for monthly deliveries, which will take place on the 3rd Tuesday of every month.
 - The committee will be setting up a Google Doc where volunteers can sign up
 - This will be an ongoing event and volunteers will receive private Outlook invitations about their volunteer times.
 - BIT (Behavioral Intervention Team): Kathryn Bachman
 - No official report at this time; committee is meeting regularly and is staying informed of incidents.
 - Committee met for an emergency meeting on 03/05/2018.
 - Academic Senate: Jan Moline
 - Academic Senate will be looking at Academic Program Reviews that have been completed
 - Seven (7) academic programs will be reviewed.
 - The nomination process has begun for the student speaker at graduation ceremony and the Classified Staff of the Year.
 - Classified Senate has no questions for Academic Senate at this time.

VIII. Old Business Items

- Classified Senate Constitution Discussions
 - Final corrections to the Classified Senate Constitution:
 - Page numbers need to be updated.
 - Appendix B regarding the luncheon tickets for Classified Staff of the Year and nominees – tickets will be paid for by Student Government, not the Classified Senate.
 - Appendix B regarding who can be nominated: members of the Executive Board can be nominated, the past five (5) winners cannot be nominated.
 - Motion to forward the finalized Constitution to President Board's office for review passed unanimously.
 - Finalized Constitution will be uploaded to the College G Drive.

- Review and Discuss Participatory Governance Handbook
 - Corrections to the handbook:
 - CSEA and Classified Senate will be separated and will have their own description demonstrating that they are two (2) individual entities. Both serve the staff, but in different ways.
 - Corrections to the handbook will be passed along to President Board's office for review.
 - When the handbook has been updated and completed, a new PDF should be available on the website and handbooks will be printed for those that wish to have them.

IX. New Business Items

- Update on the Staff Lounge: Lynn Charlon, Jessica Kawelmacher, Terri White
 - The staff lounge is going to be a functional space with a small kitchen area that includes a sink, refrigerator and counter space. The lounge will also have dining tables and chairs for eating meals and also lounge chairs and tables for relaxing.
 - The location of the lounge will be located on the 2nd floor, near the stairwell in Paula Caudill's old office space.
 - A "move-in" date has not been established yet, however, tours of the main building will be offered soon.
- Discuss Public Relations Officer Position
 - Public Relations Officer will be responsible for reporting to the Classified Senate information regarding anything from various committees like the decorating committee, etc.
 - Will also inquire via email and face-to-face communication as to concerns and questions from the classified to the President.
 - And maintain awareness of classified personnel and assist the president in identifying when cards are needed for classified members.
 - Lynn Charlon stated that she will take on the role of Public Relations Officer
 - Motion to approve Lynn Charlon as the Public Relations Officer passed unanimously.
- Discuss Faculty Representative
 - Juli Maikai expressed interest in the position
 - Juli will attend the Academic Senate meetings and will report back.

X. Announcements & Open Discussion

- President Jill Board – providing a brief update
 - CEOs met for their spring CEO Symposium and discussed the Governor's Budget and how it would affect the California Community College system.
 - Chancellor Eloy Ortiz Oakley was present at the symposium.
 - Among other discussions such as the funding formulas, the concept of a stand up 115th Online College was discussed.
 - President Board assured the group there is no reason to panic, just need to be astute and knowledgeable about what is being discussed.
 - President Board provided information about a State Assemblyman that is interested in signing legislation that will solidify an agreement between the California Community Colleges and the CSU's.
 - This will help those in rural areas and will also help those who are completing teaching credentials.
 - Cheryl Fitzsimmons also shared that ACCESS and the CalWorks programs sent 86 letters to the Chancellor's office protesting the block grants.
- Classified Staff of the Year
 - Awards luncheon will be held May 3rd, 2018
 - Tickets for the winner and the nominees will be paid for by the Student Government.
 - Need to locate the Perpetual Plaque
 - Discussion will be needed as it is time to order a new plaque. Terri White stated that she will pick up a new catalog from Modern Trophy and the Senate can review at the next meeting.
 - Paul Kuttig will create a survey from Survey Monkey and Jessica Kawelmacher will push out an email about the Classified Staff of the Year
 - Paul will bring back the results of the survey
 - Voting will be anonymous through Survey Monkey
 - Nominating Committee will consist of the Executive Board and the Senators.
- College ListServ

- If there are classified staff that are not receiving emails from the listservs, please contact Mike Barrett or Paul Kuttig to have them added to the listservs.
- Employee Feedback
 - Cheryl Fitzsimmons reported some concerns from classified staff:
 - ACCESS office was encountered by a student who is in need of the elevators and is not able to access the elevators. The situation has been referred to management.
 - A suggestion was made to leave the names off volunteer lists and just notate the times that are or are not available for volunteering.
 - A rebuttal to this suggestion was noted that managers need to know what staff is working and what times they are working during the volunteer events (Hunger Free, Desert Empire Fair, etc.)

XI. Next Meeting Date

- **Mar. 21, 2018**

XII. Adjournment

- Meeting was adjourned at **10:51 a.m.**

CLASSIFIED SENATE OF CERRO COSO COMMUNITY COLLEGE

CONSTITUTION

ARTICLE I

SECTION 1: NAME

The name of this organization shall be the Classified Senate of Cerro Coso Community College (CSCCCC).

ARTICLE II

SECTION 1: PURPOSE

The Classified Senate shall represent classified employees in the Cerro Coso Community College governance system through representation identified by the Participatory Governance document and is intended to provide:

1. A body representing the various needs, concerns, and viewpoints of the classified staff not related to matters of wages, hours, terms, and conditions of employment which are under the purview of the union.
2. A centralized means of two-way communication between classified staff, administration, faculty, and students regarding college business and classified representation on college council and teams.
3. A body through which the professionalism of classified staff is articulated and valued.
4. An opportunity to develop individual leadership among the classified staff.
5. Recognition of classified employees through a recognition program including the recognition of retiring employees.
6. Activities and events to promote the well-being of the classified staff.

ARTICLE III

SECTION 1: MEMBERSHIP

The Classified Senate shall consist of all full-time and part-time classified employees.

SECTION 2: DUTIES AND RESPONSIBILITIES

1. The Classified Senate may make recommendations and take action on classified staff issues provided that any issues addressed do not fall under the purview of the union.
2. The Classified Senate is responsible for timely two-way communication in the Participatory Governance process when appropriate.
3. The Classified Senate will consider and may take official positions on the recommendations made to the college president.
4. The Classified Senate may select a designee to appear before the Board of Trustees to express the views of the Classified Senate on issues relating to policy, procedures, or governance issues not covered by the union.

ARTICLE IV

SECTION 1: OFFICERS

1. The governing body of the Classified Senate shall be called the Executive Board which shall consist of the following elected officers:
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
 - e) Public Relations Officer
 - f) Faculty Representative
2. Only permanent classified employees are eligible to serve as officers of the Classified Senate.
3. If a part-time permanent staff member is selected to serve, he or she must be willing to accomplish the duties of office outside normal work hours.
4. The Classified representative body shall be called the Senate which shall consist of one person to represent the following locations:
 - 1) **Access Programs**
 - a) Access Programs/Special Services
 - b) Job Development
 - c) Cal-Works
 - d) Hi-Tech Center
 - 2) **Administration**
 - a) HR
 - b) President's Office
 - c) Vice Presidents Offices
 - d) Business Services
 - e) Print Shop
 - f) Informational Research
 - 3) **Admissions and Records**

- 4) **Counseling**
- 5) **Financial Aid**
- 6) **Instruction**
 - a) Library
 - b) Teacher Assistants
 - c) CTE
 - d) Distance Education
 - e) Learning Assistance Center
- 7) **Information Technology**
- 8) **Maintenance and Operations**
- 9) **Outreach and CDC**
 - a) PIO
 - b) Web Design
 - c) Students Government Association
 - d) Athletics
 - e) Child Development Center

SECTION 2: ELECTIONS

All permanent part-time and full-time classified employees shall be eligible to vote in the election of officers and representatives. (See Article III, Section1)

1. Nominations of volunteers for office will be taken at a general meeting during the spring semester of each year. Nominees must submit verbal or written refusal or approval of candidacy to the Nominating Committee within one week of nomination.
2. If more than three (3) candidates are nominated for one office a special nomination selection vote will be taken to identify the top three (3) choices for the position to be included in the general election process.
3. The election of officers shall take place during the first monthly meeting or specially called meeting after nominations are taken (barring a run-off election).
4. Executive board members shall be elected to office by a simple majority of return votes cast by secret ballot.
5. An officer may serve for more than one term but must be re-elected to the position for the second term through the normal elections process.
6. Limit of Terms: An office may serve for up to two terms in one position, before rotating to another position.

SECTION 3: ATTENDANCE

1. Attendance of officers at Executive Board and regular Classified Senate meetings is mandatory.
2. Each member of the Board will be allowed no more than two (2) absences in a consecutive three (3) month period. Excessive absences shall constitute a declaration. (See Article IV, Section 4).

SECTION 4: SPECIAL ELECTIONS & APPOINTMENTS

1. A vacancy may occur due to resignation, declaration, leave of absences or by recall.
 - a) Resignation: a written statement notifying the Executive Board that an officer or representative cannot execute the duties of his or her office.
 - b) Declaration: a vacancy due to excessive absences. (See Article IV, Section 3.)
 - c) Leave of Absence: a vacancy due to a District approved leave of absence shall be considered a temporary vacancy and may be filled by appointment for the duration of the absence. If the leave is for one quarter or more, a replacement may be appointed.
 - d) Recall: a procedure by which an officer or representative may be removed from office by popular vote of the Classified Senate. A recall petition (with signatures of 51% of the Classified Senate Senators) must be submitted to the Executive Board for implementation.
2. Vacancies may be filled by appointment of the Executive Board or by special election depending on length of term remaining.

ARTICLE V

The following sections give a description of the duties and respective terms of each elected Officer and Senator. All Officers and Senators shall have knowledge of the union contract and its negotiable items. The purpose of this is to maintain an awareness of union related issues in order to avoid cross over, to ensure that union related issues are addressed to the appropriate union representative, and to be aware of classified rights in order to support those rights.

SECTION 1: PRESIDENT

1. Term of office shall be for two (2) years beginning July 1 and ending June 30 of the second year.
2. The president shall be the spokesperson for the concerns of the Classified Senate to the College and District Administration, the faculty, the staff, the students, the Board of Trustees, and the public.
3. The President's duties shall include but are not limited to the following:
 - a) convene and preside over the Executive Board and Classified Senate meetings;
 - b) serve as one of the designated representatives to the College Council and Consultation Council, provided that the Participatory Governance policy calls for the position;

- c) prepare, publish, post, and distribute the agenda of official meetings at least four (4) working days prior to the regularly scheduled meeting to all Classified Senate Members;
- d) procure information and recommendations being sent to the College Council, Administration, any of its standing teams, or ad-hoc committees, or the Board of Trustees;
- e) maintain an awareness of classified personnel and identify when acknowledgement cards are needed for classified members;
- f) meeting with the college President once a month;
- g) report to the Classified Senate information obtained from the liaison meetings;
- h) inquire via email and face-to-face communication as to concerns and questions from classified to present to the President;
- i) poll the Classified Staff on items designated by the Executive Board;
- j) assist the Nominating Committee in staffing the various Classified Senate Committees;
- k) be responsible for the orientation of new classified employees regarding Classified Senate.

SECTION 2: VICE PRESIDENT

1. Term of office shall be for two (2) years beginning July 1 and ending June 30 of the second year.
2. The Vice President's duties shall include but are not limited to the following:
 - a) attend Executive Board and Classified Senate meetings;
 - b) maintain an awareness of classified personnel and identify when acknowledgement cards are needed for classified members;
 - c) assume the duties of the President in the President's absence;
 - d) keep the Executive Board and Classified Senate apprised of Classified Senate and Governance team actions;
 - e) if the President position is not filled additional duties will include the following:
 - welcome new employees to Cerro Coso College;
 - be responsible for the orientation of new classified employees regarding Classified Senate.

SECTION 3: SECRETARY

1. Term of office shall be for two (2) years beginning July 1 and ending June 30 of the second year.

2. The Secretary's duties shall include but are not limited to the following:
 - a) attending Executive Board and Classified Senate meetings;
 - b) preparing, publishing, posting, and distributing the minutes of all Executive Board and Classified Senate meetings within three (3) working days, and to each Executive Board Member;
 - c) act as correspondence secretary, when so directed;
 - d) maintain permanent files of the Classified Senate committees and their respective minutes. These files shall be kept for a period of no less than (5) years;
 - e) ensure accuracy of Classified Senate information on intranet website;
 - f) coordinate Classified Senate information with all Cerro Coso extensions.
 - g) Work with the Public Relations officer in maintaining an awareness of classified personnel and assist the President in identifying when cards are needed for classified members;

SECTION 4: TREASURER

1. Term of office shall be for two (2) years beginning July 1 and ending June 30 of the second year.
2. The Treasurer's duties shall include but are not limited to the following:
 - a) attend Executive Board and Classified Senate meetings;
 - b) collect monies, disburse funds, maintain financial records, and submit financial reports to the Classified Senate during the fiscal year, as requested by the Executive Board, but not less than once per quarter;
 - c) submit an annual budget for the Executive Board and Classified Senate approval;
 - d) provide a monthly Treasurer's report;
 - e) perform other duties as may be required by the office.

SECTION 5: PUBLIC RELATIONS OFFICER

1. The term of office shall be two (2) years beginning July 1 and ending June 30 of the second year.
2. The Public Relations Officer will be a volunteer from the ranks of the Senators.
3. The Public Relation Officer's duties shall include, but are not limited to the following:
 - a) report to the Classified Senate information regarding anything that needs to be brought to the attention of the Executive Board;

- b) inquire via email and face-to-face communication as to concerns and questions from classified to present to the President;
- c) maintain an awareness of classified personnel and assist the President in identifying when cards are needed for classified members;

SECTION 6: SENATORS

1. The term of office shall be two (2) years beginning July 1 and ending June 30 of the second year.
2. Shall be comprised of Staff serving on College and/or District committees.
3. The Senator's duties shall include, but are not limited to the following:
 - a. Attend Classified Senate meetings;
 - b. Communicate with the constituents in their area action items from the meetings;
 - c. Report back from constituents in their area, feedback regarding the action items from the Classified Senate meetings.
 - d. Poll the Classified Staff on items designated by the Executive Board;

SECTION 7: FACULTY REPRESENTATIVE

1. The term of office shall be two (2) years beginning July 1 and ending June 30 of the second year.
2. Shall be comprised of Staff serving on College and/or District committees.
3. The Senator's duties shall include, but are not limited to the following:
 - a. Attend Classified Senate meetings;
 - b. Attend the Academic Senate meetings;
 - c. Report back the Academic Senate meetings to the Classified Senate, and report from the Classified Senate to the Academic Senate.
 - d. Be the point of contact for both the Faculty and Classified to collaborate and to aid in communication between the two employee groups.

ARTICLE VI

SECTION 1: MEETINGS

1. The Executive Board shall meet prior to each Classified Senate meeting, or as often as deemed necessary.
2. The Classified Senate shall meet a minimum of four times a year, or as often as deemed necessary by the Executive Board.
3. Announcements of regular Senate meetings shall be sent via email and posted on the Classified Bulletin Board, Classified Senate Sharepoint, and published in the weekly college online Campus Communicator at least five (5) working days prior to regular meetings. Notification of special meetings will be posted as soon as possible.
4. A quorum of the Executive Board shall consist of three (3) officers who must include either the President or the Vice-President.
5. Official minutes of the Classified Senate meeting shall be recorded, posted, and distributed, within five (5) working days after being reviewed at the next meeting.

SECTION 2: AGENDA

1. Agenda items from the membership must be submitted to the President five (5) working days preceding the Classified Senate regular meeting.
2. The agenda will be published, posted, and distributed at least four (4) working days prior to the meeting.
3. Emergency meetings may be called without the four (4) day notice or the publishing of an agenda.

ARTICLE VII

SECTION 1: PARTICIPATORY GOVERNANCE TEAMS AND COMMITTEES

Classified Senate membership in Governance Teams will come under the jurisdiction of the College Council and shall follow guidelines as set forth by the Participatory Governance Model.

Guidelines for membership in a Governance Team shall include but are not limited to the following:

1. Selection of representatives shall be made by the exclusive representative (CSEA) unless otherwise called for by the Participatory Governance Model.
2. Terms of office shall be designated by the respective team or committee;
3. Duties will be determined by respective team or committee;

4. Reports will be submitted in written format, and should be sent concurrently via email to the Classified Senate President and CSEA President in a timely manner. Committee minutes may be submitted in lieu of a separate report.
5. Representatives should also provide reports in-person at the regular Classified Senate and CSEA meetings to be available to answer questions that may arise. Where more than one classified representative serves on a committee, the representatives may rotate giving reports at the Senate and CSEA.

SECTION 2: CLASSIFIED SENATE COMMITTEES

1. The Classified Senate shall establish both permanent and, when appropriate, Ad-Hoc committees to assist in the development and implementation of non-union items relating to classified staff.
2. Attendance requirements for Classified Senate appointees will be the same as those of elected officials (see Article IV, Section 3).
3. A Committee representative shall:
 - a) submit written reports prior to the Classified Senate meetings. Reports should be provided following regular meetings or when requested by the President;
 - b) prepare recommendations relating to committee functions for review and approval by the Classified Senate;
 - c) perform other duties as determined by the Executive Board.
4. Standing Committees:
 - a) The Special Events Committee will oversee classified events, both annual events and events planned throughout the year.
5. Ad-Hoc Committees:
 - a) The Nominating Committee shall receive and/or solicit names of candidates and supervise the election of officers and/or representatives to the executive board. The Nominating Committee shall follow guidelines as stipulated in Article IV, Section 2. This function can be handled by the Senators with the Public Relations Officer.
 - b) The Staff of the Year Award Committee shall receive and/or solicit nominees for the Classified Staff of the Year Award to be presented at the Spring Awards luncheon. The committee shall follow the guidelines in the "Guidelines for Staff of the Year Award" document. This function can be handled by the Executive Board and Senators through the Public Relations Officer.

ARTICLE VIII

SECTION 1: REVISION AMENDEMENTS

The constitution will be reviewed biannually or as deemed necessary. The proposed revision will be distributed to the Senate for review.

ARTICLE IX

SECTION 1: RATIFICATION

Following distribution, ratification, and adoption of this Constitution shall be by a simple majority vote during a Senate meeting.

APPENDICES

A. Guidelines for Cards

B. Guidelines for Staff of the Year Awards

RATIFIED: 05/13/91
REVISION RATIFIED: 05/20/93
REVISION RATIFIED: 11/21/96
REVISION RATIFIED: 12/08/2004
REVISION RATIFIED: 2/13/2008

REVISION RATIFIED 2/20/2018

GUIDELINES

APPENDIX A

CARDS FOR CLASSIFIED

REV. 05.18.2004

The following are general guidelines for the distribution of cards for Classified Staff. It was decided by the classified body that we would forego plants/flowers/gifts due to potential allergies and because of the difficulty incurred getting these items delivered to employees at other sites.

- Cards should be given to any permanent full-time or part-time employee for the following reasons:
 - Death of immediate family member
 - Marriage of the employee
 - Birth/Adoption of child or grandchild of the employee
 - Serious illness of the employee
- Cards are placed at the switchboard for staff to sign and then the card is mailed or delivered to the staff recipient.
- It was determined that cash donations will not be made from Classified Senate funds, nor will the Classified Senate officially sponsor any fundraisers on behalf of a classified staff member for the above mentioned events, however, a staff member may feel free to organize a fundraiser in which the classified staff may participate and contribute.

GUIDELINES

APPENDIX B

CLASSIFIED STAFF OF THE YEAR AWARD

REV. 3.1.2018

The following are general guidelines for the organization and selection of the Classified Senate Classified Staff of the Year awarded at the Spring Awards Luncheon.

- All full-time and part-time permanent classified staff members are eligible for nomination.
- Previous recipients of the award are not eligible for nomination for a period of 5 years from the date they received the award.
- Only the top 4 nominees will be placed on the ballot.
- If there are multiple nominees with the same number of nominations who are eligible to be in the top 4, then the nominee will be selected by a run-off election. *(For example, if for the fourth top nominee you have 4 people with equal number of nominations, those names will be sent out for a run-off vote. The person with the greatest number of nominations following the run-off will be added to the ballot)*
- Only Classified Staff may vote.
- Staff may vote for only one candidate.
- Voting can take place by online voting through a survey service such as Survey Monkey. Those people who submit their vote via the online method should only submit their choice ONE time. Voting is anonymous.
- The nomination and voting process should be by personal nomination or vote. Classified should not solicit nominations or votes for themselves or others, and members should not campaign for nominations or votes.
- Biographies will be sent out at the time of voting with the ballot.
- If there is a tie for the award then a run-off vote will be held.
- The award recipient receives:
 - Framed Certificate
 - \$50 check
 - Name added to perpetual plaque
- The top 4 nominees and the presenter all receive a free ticket to the awards luncheon (paid for by the Student Government).
- The winner and the nominees will be informed of their status (whether or not they won) prior to the luncheon so that they can make appropriate arrangements.
- The Classified Senate President or designee presents the award.
- The top four nominees will be featured in the Classified Senate Newsletter.
- The following is a recommended timeframe for planning this event:
 - 8 Weeks – form committee (February)
 - 7 Weeks – nominations
 - 6 Weeks – time for run-off nominations if necessary
 - 4 Weeks – voting
 - 3 Weeks – time for run-off vote if necessary

- 2 Weeks – winner must be selected, notify winner and nominees of status, plaques should be ordered
from Modern Trophy and Luncheon organizer should be notified of nominees
- 1 Week – prepare checks and certificates