

Caring Campus By-Laws

ARTICLE I – STRUCTURE

Section 1: Caring Campus Subcommittee

Classified Senate’s Caring Campus Subcommittee consists of full- and part-time classified professionals at Orange Coast College, either on a voluntary basis or as required per their role in Classified Senate.

Section 2: Workgroups and Membership

The Caring Campus Subcommittee is divided into three workgroups based around the Caring Campus Strategic Plan and its initiatives. The three workgroups are structured as follows:

A. Caring Campus Belonging and Engagement Workgroup

The Belonging and Engagement Workgroup is led by the Classified Senate’s Vice President of Membership. Membership includes 3 Classified Senate Senators selected as per Article III, Section 3 of the Classified Senate By-Laws. Membership may also include volunteers from the classified body.

B. Caring Campus Welcome and Involvement Workgroup

The Welcome and Involvement Workgroup is led by the Classified Senate’s Vice President of Events. Membership includes 3 Classified Senate Senators selected as per Article III, Section 3 of the Classified Senate By-Laws. Membership may also include volunteers from the classified body.

C. Caring Campus Navigation and Connection Workgroup

The Navigation and Connection Workgroup is led by the Classified Senate’s Vice President of Finances. Membership includes 3 Classified Senate Senators selected as per Article III, Section 3 of the Classified Senate By-Laws. Membership may also include volunteers from the classified body.

ARTICLE II – PROCEDURES

Section 1: Meeting Schedule

The Caring Campus Subcommittee will hold a regular meeting at least once a month during the academic year at a time designated by the co-chairs, with modality determined by the needs of the subcommittee.

Section 2: Selection of Members

A. Co-Chairs

I. Co-Chair 1

The Immediate Past President of Classified Senate serves as Co-Chair 1 in an ex officio capacity for their entire two-year term.

II. Co-Chair 2

To ensure that all classified professionals have an opportunity to participate in Caring Campus, outside of involvement through Classified Senate, Orange Coast College's Human Resources office sends a callout to all full- and part-time classified professionals soliciting self-nominations for the Co-Chair 2 role. If more than one self-nomination is received, the Director of Human Resources, in their capacity as the Caring Campus liaison to IEBC (Institute for Evidence-Based Change), will randomly select the chair from the pool of nominees. The selected Co-Chair 2 serves a two-year term that aligns with the term of Co-Chair 1.

B. Leads

The Vice Presidents of the Classified Senate serve as leads of the workgroups in an ex officio capacity for their entire two-year term. Lead assignments are as follows:

- Belonging and Engagement Workgroup is led by the Classified Senate's Vice President of Membership
- Welcome and Involvement Workgroup is led by the Classified Senate's Vice President of Events
- Navigation and Connection Workgroup is led by the Classified Senate's Vice President of Finances

C. Workgroup Members

I. Senators

Each workgroup contains 3 members as selected from the senators of the Classified Senate. All senators (excluding the Executive Board) rank their three choices of workgroup in order of preference. Senators are then placed within their first preference group. However, if a workgroup is overfilled, senators are randomly selected to ensure every workgroup has equal representation. Senators serve on their workgroup for their entire two-year term.

In the event that a senator vacates their position, refer to Article III, Section 3 for vacancy procedures.

II. Volunteers

All full- and part-time classified professionals are invited to join any Caring Campus Workgroup of their choice, serving at-will.

ARTICLE III – CHAIRS AND LEADS

Section 1: Co-Chairs

A. Co-Chair 1

Co-Chair 1, working in conjunction with Co-Chair 2, will oversee all three workgroups, as well as lead the coordination of the following:

- Express Your Care campaign
- Flex Day (as it relates to Classified Professionals)
- Classified Appreciation Week (in partnership with Human Resources)

B. Co-Chair 2

Co-Chair 2, working in conjunction with Co-Chair 1, will oversee all three workgroups, as well as lead the coordination of the following:

- Express Your Care campaign
- Flex Day (as it relates to Classified Professionals)
- Classified Appreciation Week (in partnership with Human Resources)

Section 2: Leads

A. Belonging and Engagement Workgroup Lead

As lead of the Caring Campus Belonging and Engagement Workgroup, duties include oversight of the following behavioral commitments as outlined in the Caring Campus Strategic Plan:

- Ten Foot Rule
- Name Badges

B. Welcome and Involvement Workgroup Lead

As lead of the Caring Campus Welcome and Involvement Workgroup, duties include oversight of the following behavioral commitments as outlined in the Caring Campus Strategic Plan:

- First Week Greetings

C. Navigation and Connection Workgroup Lead

As lead of the Caring Campus Navigation and Connection Workgroup, duties include oversight of the following behavioral commitments as outlined in the Caring Campus Strategic Plan:

- Cross-Department Awareness
- Warm Referrals

ARTICLE IV – COMMUNICATION

Section 1: Strategic Plan

The Caring Campus Strategic Plan is updated on a three-year cycle. Oversight of this process shall be conducted by the current Classified Senate President, working with the Co-Chairs, Leads, and the Director of Human Resources, who serves as the Caring Campus liaison to IEBC (Institute for Evidence-Based Change).

Section 2: Campus Collaboration

To ensure communication is maintained between the broader campus, the District, and the Director of Human Resources, who serves as the Caring Campus liaison to IEBC (Institute for Evidence-Based Change), the current President of Classified Senate works as the representative voice of Caring Campus. This may also include collaborating with any other constituent-based Caring Campus groups.

ARTICLE V – AMENDMENTS OF BY-LAWS

Section 1: Proposal of Amendments

Amendments to these by-laws may be proposed by the Classified Senate Executive Board or by a petition signed by one-third (1/3) or more of sitting senators. All members of the Classified Senate must receive notice at least seven (7) days prior to voting for any proposed change(s).

Section 2: Approval of Amendments

These by-laws may be amended by a two-thirds (2/3) majority vote of the senators.