

**Classified Senate Meeting**  
**February 3<sup>rd</sup>, 2017. 3pm-4.30pm**  
**ASGC Boardroom**

**Meeting Open at 3:10**

*Attendance: Monica Blando, Bryan Lam, Elaine Adlam, Nicole Boyer, Tyler Dranguet, Scott Couchman, Evan Ramos*

1. Senate photograph cancelled
2. Approval of last 2 meetings minutes

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Minutes for 12/16/16 & 01/20/17 approved with corrections

M: Bryan/ S:Tyler/ Unanimous

Presidents report:

Senate has had 2 members resign. Members stated they are unable to commit at this time but would like to help any way they can. Email to go out thanking them for taking the time to participate and that they are welcome to participate again, welcome to meetings and events.

3. Expectations of communication:

- a. Email
  - b. Meeting report form
  - c. Classified Senate mailbox
  - d. Google Docs
  - e. Newsletter
- a. Concern that group emails are not being responded to. Suggestion to find possible software to track who has responded and follow up emails to those who have not.
  - b. Meeting report form adopted with suggestions to make it meeting specific... what info do we need for classified
  - c. Classified Senate does have its own email but it is for all 3 sites. Meaning that an email we sent out to Grossmont would go to Cuyamaca and District as well.
  - d. Use of google docs for communication not advised due to fact it is unsecure. Possible alternatives =

- Workday
- Canvas

e. Newsletter to be emailed out to all classified and hard copies to President and Chancellor.

Point of contact for information or to bring ideas for the newsletter is Elaine Adlam. Classified staff have been referred to Senate website and the M drive. Suggestion by Evan to highlight employees/departments and publish a “highlight of the year

Discussion and edit of the newsletter.

#### 4. Committee’s needing Senators:

New committee “Drop for non-payment” is requesting classified reps. This is a joint committee between Cuyamaca and Grossmont. They are requesting financial aid, EOPS and cashier.

#### 5. College campus climate survey:

Lida unable to attend. Monica read email to explain process.

#### 6. Report Classified Professional Development Day:

- Budget \$7500
- Theme: Going the Extra Mile
- Food
- College Swag: reusable grocery bags

Discussion on how to get Grossmont staff to attend. Senator’s to go back to their departments and advertise/encourage their co-workers.

#### 7. Report Chancellor’s meeting:

Chancellor is interested in the recognition of service idea. She would like to implement it at the service recognition celebration in May. The recognition would include, Classified, Academic and Administration employees. Years of service recognized would be 1,5,10 and above.

#### 8. Report Planning and Resource Council:

Nothing to report however report given by Bryan for budget committee:

Budget update; enrollment update; reclassification of associate deans to full deans; spring projects preview; strategic hires for specific programs- Classified hires were approved.

#### 9. Leadership Council meeting:

Shared government process is being reorganized. New committee – ADSOC; Grossmont is working on a compressed calendar

10. Report Emergency Preparedness Safety Inspections:

Not discussed

11. Date suggestions for quick reference guides:

Quick references are for all 3 sites. We will get assigned general ones to work on and then work on Grossmont specific.

Some suggestions:

- Committee callout: general and site specific
- Thank you grams
- What happens to \$
- Years of service recognition
- Classified cap and gown

Doodle poll to determine dates and times. Date range February 23rd, 2017 and March 7th, 2017. Elaine to develop poll. The entire senate is to attend.

12. Spring Fundraiser:

Discussion:

- suggestion to sell flowers/coffee/tea at graduation. Needs go through the commencement committee.
- donating cap and gown to graduating classified staff

13. Handout for new employees:

Not discussed

14. Undocumented students/connecting with Academic Senate:

Not discussed

**Meeting Closed: 4:35pm**