



Grossmont College Classified Senate Minutes Friday,

February 2nd, 2018

Executive Board Closed Session: 1:00pm – 1:30pm Classified

Senate Meeting: 1:30pm-3:00pm

ASGC Board Room

- I. **CALL TO ORDER: 1:43pm**
 - a. Approval of Agenda
Motion: Elaine/ Second: Cindy/ Unanimous
 - b. Approval of Minutes:
01.05.2018 – Motion: Bryan/Second: Cindy/ 4 yes, Monica abstained
01.19.2018 – Motion: Bryan/Second: Elaine/ 4 yes, Tyler abstained
- II. **PRESIDENT'S REPORT (Monica)**
 - Monica needs someone to cover the IEC meeting May 18th, 2018.
 - Monica and Bryan will not be able to make the Senate meeting scheduled for May 18th, 2018.
 - There have been a lot of requests for classified staff to sit on hiring committees. Due to strategic hires there will be more to come.
 - **An email will be sent out by Monica and Bryan to find out who is on what committee. Google forms may be used to collect responses.**
 - **There have been difficulties sending emails out district wide with the district wide email account. Ari, Dawn and Monica are working on a solution.**
 - Discussion of senate mailing list and future hiring committees to be added to the March 2nd agenda.
- III. **HIRING COMMITTEE SELCTION PROCESS (Bryan)**
 - Bryan bought up the need for a process to determine what happens if the selection senate has made for a hiring committee is unable to continue on a hiring committee. He felt that the replacement decision should be done through senate.
 - Monica stated that she had spoken to human resources and in the event of someone pulling out of a hiring committee, the classified seat may be selected by the chair/co-chair of the committee without going through senate.
 - Monica noted that some hiring committees are sending a request to senate for members. She stated that supervisors are considered classified and may be approached directly by the chair of a committee without requesting a call out. A hiring committee can be as small as 3 and as large as 10 people. Human resources has no clear guidelines. If the chair refuses or removes the classified staff member who has been selected by senate, the senate can approach human resources.
 - In the course of the discussion, report back forms were bought up and will be added to the next agenda.
- IV. **GROSSMONT COLLEGE SENATE EMAIL (Cindy)**
 - Classified Senate will move forward with using the dedicated email address. The Grossmont College President, Vice Presidents and District Chancellor may be copied on as a courtesy and to remain transparent. The newsletter will be sent out via senate email address and will still be posted in the blast. Anything related to committee and hiring committee requests will also be sent out using the dedicated email address.

ACTION ITEM:

- Monica will draft an email for the President, Vice Presidents, and Academic Senate and send it out for senate members to review on Monday 02/05/2018.
- Monica will give the district wide email password to all senators.

V. **CONSTITUTION AND BYLAWS DATES:**

ACTION ITEM: FINAL REVIEW AND EDITS

Vote to change terms of office to 2 years:

Motion: Elaine/ Second: Tyler/ 4 yes, 1 no

Monica left meeting at 3:05pm.

ACTION ITEM: VOTE ON INITIAL DRAFT

Vote to approve draft of the constitution and present it to the constituency for review:

Motion: Cindy/ Second: Bryan/ Unanimous

Meeting Adjourned at 3:08pm.

(Senate Bylaw 3.5.5: Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A procedural motion proposed at a General Senate meeting requires a simple majority vote of the quorum to carry. A substantive motion proposed at a General Senate meeting shall be presented to the Senate as a written ballot no less than fifteen (15) working days after the General Senate meeting, and shall require a simple majority of those voting.

Quorum: half plus one of the currently elected officers. An office vacancy shall not be counted toward the total number in quorum).