



Grossmont College Classified Senate Minutes

Friday, January 5th, 2018

1:30pm-3:00pm

ASGC Board Room

Attendance: Elaine Adlam, Bryan Lam, Cindy Emerson, Tyler Dranguet

- I. **CALL TO ORDER: 1.30pm**
 - a. Approval of Agenda
Motion: Tyler/ Second: Cindy/ Unanimous
 - b. Approval of Minutes
Motion: Cindy/ Second: Tyler/ Unanimous with amendments
- II. **PRESIDENT'S REPORT:** (Monica)
Nothing to report
- III. **IEPI VISIT:** (Bryan)
IEPI team came December 6th, 2017. This was the second visit to our campus. The first visit on October 4, 2017 was to get to know Grossmont College and learn what our three goals (ISLO's, governance and resource allocation) for accreditation are. This visit we were told that we have some serious issues that could result in sanctions. Transparency was one issue –The team had a difficulty locating information on our website like the Governance structures. The Website needs to be fixed. They also indicated that ISLO's and resource allocation need to be tied together. IEPI handout is a response by the College to improve these items. \$200,000 grant will be available to make appropriate improvements in the areas of Governance Structure, ISLOs, and resource allocation that may include technical support in software or technical assistance with consultants.
Accreditation standard II: student learning programs and services and standard IV: leadership and governance are the areas of focus.
Please read IEPI handout. Please have feedback by Monday January 8th, 5pm.
Elaine to ask Denise Schulmyer when ISLO's are officially approved and when we will start using them.
Discussion about using the newsletter and website for initiatives on campus –Achieving the Dream, Accreditation and Guided Pathways. Discussion of the importance of educating classified staff about accreditation and how this could be done via the newsletter. It was suggested that Accreditation chairs be interviewed for articles for use in the newsletter.
- IV. **NEW YEARS RESOLUTIONS:**
Elaine suggested that this year we divide the calendar into quarters so that we can spread our big goals over the year and work in sections during each quarter. The idea was supported unanimously.
Goals for 2018:
 1. Constitution and Bylaws
 2. Meet and greet, forum or BBQ to allow classified staff to get to know each other and learn about the senate
 3. Fundraising – e.g. sell water at commencement; partner with local companies to raise more funds (e.g. Padres).

As a result of this conversation, Cindy bought up that there are outstanding payments for the thank you grams. It was agreed to by all that Cindy and Monica would send out reminder emails with the goal to collect all monies by January 31st.

4. Outreach to Classified:
 - create a list of all classified and new hires
 - volleyball game or classified bonding
 - Go to a game on campus
 - Walk with the president
 - Committee and senate participation

V. **CONSTITUTION AND BYLAWS DATES:**

ACTION ITEM: SET DATE FOR FINAL SIGN OFF

- January 19th: final sign off by senate
- January 22nd: post draft on website
- January 22nd: Campus wide email with draft attached to allow for feedback
- January 29th: Draft to Bernadette for Campus Blast
- February 2nd: Senate to vote on revisions and creating Draft 2
- February 6th: Draft 2 posted on the website
- February 12th: Draft 2 sent to Bernadette for Campus Blast
- March 2nd: Senate to vote on revisions creating Draft 3
- March 6th: Post Draft 3 to the website
- March 6th – 9th: Roadshow
- March 15th: Revisions deadline
- March 16th: Final vote for revisions creating Draft 4; examples of ballots to be presented
- March 19th: Campus wide email with final draft attached

Motion to approve timeline: Elaine/ Second: Tyler/ Unanimous

ACTION ITEM: SET DATE FOR VOTING

- March 26th: Ratify Constitution and Bylaws at Classified Professionals Day. Grossmont attendees will be able to vote at the registration table while signing in.

Motion to approve the date for voting: Elaine/Second: Tyler/ Unanimous

ACTION ITEM: DEFINE PROCESS

- Voting will be by anonymous Yes/No paper ballot
- Tyler said she would create a ballot for senate to review by March 16th

Motion to approve voting process: Elaine/ Second: Tyler/ Unanimous

Meeting adjourned at 3.00pm