**First 100 Days: A New Classified Senate President’s Checklist**

**As developed at the 2015 4CS Classified Leadership Institute**

**Getting Set Up**

 Establish a calendar of monthly meetings with the following groups for the academic year:

* Classified Senate Officers
* Classified Senate Senators
* College President and the Classified Senate Officers
* Classified Senate Members
	+ Remember to establish Classified Senate meetings for night shift employees

 Work with the members of the various senate committees to help establish a committee chair and calendar of meetings

 Review college and district committees/task forces

* Recruit and assign Classified Senate representatives if necessary
* Set up meeting reminders for yourself and the representatives
	+ Follow up with representatives about meetings

 Establish an introductory meeting with the Presidents of the Academic and Student Senates

 Follow up on accreditation status

 Follow up about mandatory meetings on district and campus committees

* Create calendar reminders if needed

**Classified Senate Webpage**

 Update webpage to reflect current officers and their contact information

 Consistently update website with agendas and minutes page for Academic Year

o Ensure that there are links to prior year’s agendas and minutes

 Set calendar of meetings using the Calendar feature of the website OR at the minimum post a list of meeting dates with date, time and location

 Ensure that the list of area and committee representatives are up-to-date.

**First Classified Senate Meeting**

Introduce Classified Senate Officers and Area Senators.

Review senate bylaws.

Review yearly outcomes/goals and status from previous academic year.

Set outcomes/goals for current academic year.

Work with a union representative to clarify the roles between those of the Classified Senate and the Union.

**Monthly Classified Senate Meetings**

Working with the Senate Secretary, create and post meeting agenda.

* + Establish an area in the agenda for reports from the area representatives and committee chairs.

 Post agenda for meeting to webpage a minimum of 3 days priorto the meeting.

 Following minutes approval at a meeting, post approved minutes to webpage.

**Summer Activities**

”Informal” Weekly Meetings

Leadership Retreat

Classified Senate Evaluations

Develop/reevaluate the senate’s ethics statement (if needed)

Has this list helped you? We would love to hear from you and how you’ve adapted this form. Please feel free to contact us with any questions or suggestions.

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