



GROSSMONT
COLLEGE
CLASSIFIED SENATE
CONSTITUTION

Grossmont College Classified Senate 2018





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ARTICLE 1: NAME OF ORGANIZATION

The name of this organization shall be Grossmont College Classified Senate (hereinafter referred to as the Senate)

ARTICLE 2: PURPOSE

The purpose of this organization is to provide a vehicle by which the classified staff is able to fully participate in the process for achieving the goals and mission of the college and promoting a successful learning environment for students. It shall be the function of the Classified Senate to participate in the governance of Grossmont College on a consultative level; to actively collect, evaluate and disseminate information for Classified Professionals; and to represent those interest in no-bargaining agent (CSEA) issues before and on governance or college committees. The Classified Senate shall also promote professional and personal development through participation for all Classified Staff.

ARTICLE 3: ORGANIZATION

3.1: Membership

The Senate shall be comprised of Governing Board approved classified employees including positions that have been designated confidential by collective bargaining with the exception of management. Although Classified Senate does not represent Supervisors in the area of participatory governance or screening committee placement, the organization does include these groups on their communication and developmental efforts. There are no dues.

3.2: Autonomy

The Senate shall be distinct from any other classified organization of the District. Officers of the Executive Board (hereafter referred to as the (Executive board”) may not serve concurrently on the classified bargaining unit executive board.

3.3: Representation

The Senate shall seek full classified representation on all appropriate college and district committees and councils. All representatives to those committees and councils will be appointed by the executive board in compliance with the MOU between CSEA Chapter 707 and GCCCD.

ARTICLE 4: EXECUTIVE SENATE OFFICERS

The Grossmont College Senate Executive Officers shall consist of a President, Vice President, Treasurer, and Secretary. This collective group may be referred to as the Executive Board. Each Executive Board shall serve a 2 year term of office. Each term begins July 1 and ending June 30 of the two year. Nomination and election of the Executive Board will be the same process as for Senators. Duties and responsibilities shall be ascribed in the Bylaws and expanded as seen necessary by the Senate.

ARTICLE 5: SENATORS

Each Senator shall serve a 2 year term of office. Each term begins July 1 and ending June 30 of the second year. Senators who have been appointed to a vacant Senate position will serve the remainder of the assigned position.

Duties and responsibilities shall be ascribed in the Bylaws and expanded as seen necessary by the Senate.

ARTICLE 6: MEETINGS

6.1: The regular meetings of the Senate shall be held on the 1st, 3rd, and 5th Friday of the month. The Executive board will meet prior to the regular meeting of the Senate. The Executive Board meeting will be a closed session.

6.2: Annual Organizational Meetings

An organizational meeting of the Classified Senate shall be held twice annually to establish and maintain connections with staff, interest in leadership and solicit input from all, on events hosted or organized by the Classified Staff. This meeting will be held prior to the combined site annual planning retreat, no later than the end of August to plan the upcoming year's activities and establish the long term goals of the Senate. Minutes shall be taken.

6.3: Annual Planning Retreat

An Annual Planning Retreat of the district wide Classified Senate shall be held after the July seating of the newly elected Executive Board but no later than the end of September to plan the upcoming year's activities and establish the long term goals of the Senate. Minutes shall be taken.

ARTICLE 7: ELECTIONS

Election of Senate Executive Officers and Senators shall be conducted during the month of December prior to the end of the second year term.

ARTICLE 8: PARLIAMENTARY AUTHORITY

The consensus method of decision making shall be used to elicit open communication and channel energies into working in a collaborative manner. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need. In the event the consensus is not applicable to the situation, or cannot be reached, the President will serve as the parliamentarian. The Senate may elect to use other rules or voting which do not conflict with these bylaws.

ARTICLE 9: AMENDMENTS

Any classified staff member may recommend to the Senate, in writing, a proposed amendment to the constitution.

9.1 Amendments to this constitution may be put to a vote of the classified staff when meeting one or more of the following criteria:

- a. A two thirds vote of the Classified Senate general meeting
- b. A petition signed by no less than 15% percent of the staff employees

9.2 Proposed amendments to this constitution shall be presented to all classified employees at least 10 business days before the amendment proposal is put to the vote. To be adopted, a proposed amendment must receive a simple majority of votes cast in a general session of all classified employees or in an election process. Additions to and or changes in the Bylaws may be effected by the Executive Board upon approval of a majority of the Senate body.

ARTICLE 10: ADOPTION OF CONSTITUTION

This Constitution shall take effect March 30, 2018, upon approval by a simple majority of the quorum of the electorate of the Senate.

ARTICLE 11: DEFINITIONS

Ad Hoc Committee: A group concerned or dealing with a specific subject, purpose, or end.

Appointee: A person who is appointed to a position.

Classified Bargaining Unit: The "classified bargaining unit" is those employees of the classified service as defined in California Education Code, excepting those positions designated as management, confidential, supervisory, temporary, short-term, and substitute employees. Classified Employee Persons employed in positions that are not academic positions and who are a part of the classified service as defined in Education Code Section 88003. This does not include persons who hired as substitute and short term employees, part-time hourly, student hourly, or students in the work study program. Percent of contract employees that have passed probation are also considered a member of the Classified Senate organization. Representation of the Classified Employee for non-bargaining issues is defined in the MOU between CSEA 707 and GCCCD in the appendix.

Confidential Employee: A person whose classification is on the confidential salary schedule.

Consensus: A consensus is a majority of opinion.

Electorate: The body of persons entitled to vote in an election.

Governance: A method or system of government or management.

Management Employee: A person whose classification is on the management salary schedule.

Parliamentarian: A person who is expert in the formal rules and procedures of deliberative assemblies and other formal organizations.

Quorum: A number of members of a group or organization required to be present to transact business legally, usually a majority. For an executive board meeting, a quorum is defined as half plus one of the currently elected officers. An office vacancy shall not be counted towards the total number in quorum.

Simple Majority: When determining election results, a "simple majority" is more than half of the total votes cast and more than the minimum required to win as when there are more than two candidates or choices. When deciding a motion at an executive meeting the simple majority is defined as half plus one of quorum. When deciding changes to the bylaws or constitution it is 2/3rd of the vote of the members voting.

Site: Grossmont College

Standing Committee: A standing committee is a permanent committee, as of a legislature, society, etc. intended to consider all matters pertaining to a designated subject.

APPENDIX 1

MEMORANDUM OF UNDERSTANDING

ROLES OF GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT CLASSIFIED SENATES AND CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION

The Classified Senates promote the interests of all Grossmont-Cuyamaca Community College District Classified Staff in accordance with AB 1725 mandates.

The Classified Senates are organized to:

- Select from its membership, representatives to serve on employment screening and other participatory governance committees, to ensure classified voices are heard.
- Participate on governance committees and councils to allow for inclusion in the development and formulation of policy and procedure.
- Provide a body representing the needs, concerns and viewpoints of the Classified Staff, as well as make recommendations on behalf of them- independent of contractual issues.
- Provide a centralized means of communication between Classified Staff and the rest of the college and district community
- Provide an opportunity to develop individual leadership among the Classified Staff, as well as increase the professional standards of its members
- Promote and support the activities that develop or increase the skills, productivity and professionalism of the Classified Staff

California Schools Employees Association (CSEA) is the exclusive bargaining agent for classified staff employed by the Grossmont-Cuyamaca Community College District (GCCCCD).

CSEA negotiates and represents classified staff in contractual issues such as:

- Select members to serve on governance committees and councils specific to bargaining subjects
- Promote & protect rights of classified employees
- Wages, including salary schedule and placement, promotions, seniority, layoff and reemployment rights, initial classification and reclassification
- Hours of employment
- Health and welfare benefits, including holidays and vacations
- Leaves, transfers and reassignment policies
- Safety conditions of employment, including district-initiated disability leaves
- Procedures to be used for the evaluation of employees
- Procedures of processing grievances and disciplinary actions

Understanding the language and intent of §SB235 and Education Code 70901.2, GCCCCD, Classified Senate, and CSEA agree that communication to management regarding specific issues will be made only through the appropriate representative body. By signing this MOU, the Classified Senates agree to abide by the terms set within.

The District or CSEA reserve the right to terminate this agreement with a 30 day written notice.

DISTRICT CHIEF NEGOTIATOR:

DATE:

CSEA PRESIDENT:

DATE:

SENATE PRESIDENT:

DATE:

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