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Grossmont-Cuyamaca Community College District

**CUYAMACA COLLEGE**

**CLASSIFIED SENATE**

**Constitution & Bylaws**

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## TABLE OF CONTENTS

Page Pointers

**ARTICLE 1 - NAME OF ORGANIZATION.....5**

**ARTICLE 2 - PURPOSE ..... 5**

**ARTICLE 3 - ORGANIZATION .....5**

    Article 3.1 - Membership .....5

    Article 3.2 - Composition of the Senate Executive Board..... 5

    Article 3.3 - Autonomy.....6

    Article 3.4 - Representation.....6

**ARTICLE 4 - TERMS OF OFFICE AND DUTIES OF OFFICERS & SENATORS ..... 6**

    Article 4.1 – Executive Senate Officers ..... 6

    Article 4.2 – Officer Elections, Appointments, and Vacancies ..... 6

    Article 4.3 Senate Executive Officer Duties ..... 7

**ARTICLE 5 - MEETINGS AND MINUTES ..... 8**

    Article 5.1 — General Executive Board Meeting ..... 8

    Article 5.2 — Annual Organizational Meetings ..... 9

    Article 5.3 — Annual Planning Retreat ..... 9

**ARTICLE 6 - COMMITTEES ..... 9**

    Article 6.1 - Committee Chairs ..... 9

**ARTICLE 7 - PARLIAMENTARY AUTHORITY ..... 9**

**ARTICLE 8 – ADOPTION OF CONSTITUTION AND BY LAWS ..... 10**

    Article 8.1 - Adoption..... 10

**BYLAW 1 - PROCEDURE OF OPERATION OF MEETINGS ..... 11**

**BYLAW 2 – ELECTIONS..... 12**

**BYLAW 3 – AMENDMENTS TO BY LAWS/CONSTITUTION..... 13**

**BYLAW 4 – CLASSIFIED SENATE CODE OF ETHICS STATEMENT..... 13**



**APPENDICES ..... 14**

**APPENDIX A – ORGANIZATIONAL CHART..... 15**

**APPENDIX B - ROLES OF CLASSIFIED SENATE..... 16**

**APPENDIX C -- SAMPLE ELECTION BALLOT AND CALL FOR NOMINATIONS E-MAIL..... 17**

**APPENDIX D CHANCELLOR’S and CLASSIFIED SENATE ANNUAL AWARD ..... 19**

**APPENDIX E CLASSIFIED STAFF APPRECIATION DAY REFERENCE GUIDE ..... 19**

**APPENDIX F - MOU BETWEEN CSEA CHAPTER 707 AND GCCCD..... 20**

**APPENDIX G- DEFINITIONS..... 22**

# CONSTITUTION AND BYLAWS

## **ARTICLE 1 - NAME OF ORGANIZATION**

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

### **Article 1.1 VISION AND MISSION -**

**VISION:** Provide classified staff a voice to participate in the initiation, development, and evaluation of all District policies and procedures that support educational programs and services for students at Grossmont and Cuyamaca Colleges

**MISSION:** Cuyamaca College Classified Senate promotes the valuable contributions made by classified staff in creating an environment that will lead to the greatest level of student success. The Senate encourages the exchange of ideas, understanding, and cooperation between classified staff, faculty, administrators and students in the best interest of enriching the educational environment.

## **ARTICLE 2 - PURPOSE**

The Cuyamaca College Classified Senate will act as the formal representative voice of the classified staff on all non-bargaining, participatory governance matters.

The Classified Senate is organized to:

- a. Provide a formalized body representing the concerns and viewpoints of the classified staff as well as to make recommendations on behalf of them.
- b. Participate in the established governance structure to assure opportunities for input from classified staff and to provide a means through which classified staff can coordinate with administration and faculty regarding college and district business;
- c. Enhance the democratic process of informed decision making and promote the interests of the classified staff in the development and formulation of institutional and districtwide policies, procedures, and regulations likely to impact them.
- d. Provide a unified means of collecting, evaluating and disseminating information to classified staff as well as communicating between classified staff and the rest of the college and district community;
- e. Provide an opportunity to develop individual leadership and professional standards amongst the classified staff;

## **ARTICLE 3 - ORGANIZATION**

### **Article 3.1 - Membership**

The Senate shall be comprised of all Governing Board approved permanent, full-time, part-time and temporary classified employees- including positions that have been designated confidential by collective bargaining, with the exception of management (Ed Code 88003). Participation is voluntary and there are no dues.

### **Article 3.2 - Composition of the Senate Executive Board**

The Executive Board of the Cuyamaca College Classified Senate shall be made up of the following elected

officers: President, Vice President, Treasurer, Secretary and Senators.

The GCCCD Classified Senates Coordinating Council is an organization whose primary purpose, per its bylaws, is to “facilitate communication amongst the separate and autonomous classified senates” within the district. Cuyamaca College Classified Senate representation on this Coordinating Council shall be the President and one elected senate official.

**See Appendix A. for Senate Organization chart.**

### Article 3.3 - Autonomy

The Senate shall be distinct from any other classified organization within Cuyamaca College. Officers of the Executive Board may not serve concurrently on the Classified Bargaining Unit Executive Board.

### Article 3.4 - Representation

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

## **ARTICLE 4 - TERMS OF OFFICE AND DUTIES OF OFFICERS & SENATORS**

### Article 4.1 – Executive Senate Officers

The Cuyamaca College Executive Senate officers, each of whom are elected by the classified senate by a simple majority vote, shall include, but not be limited to: President, President Elect, Vice President, Treasurer, Secretary and Senators.

- 4.1.1. All executive officers will serve a 2-year term.
- 4.1.2. All executive officers may serve up to 3 two-year consecutive terms or 6 years in one position.
- 4.1.3 The Classified Executive Board may appoint, when necessary, members who shall serve in an honorary functional capacity, until which time they have carried out their determined purpose.

### Article 4.2 – Officer Elections, Appointments, and Vacancies

Each Senate Executive Officer shall serve a two-year term of office beginning July 1 through June 30<sup>th</sup>.

- 4.2.1 Election of Senate Executive Officers shall be conducted during the month of May in **even odd** numbered years. The Executive Board shall designate specific election procedures, including time and polling logistics. If a Senate Executive Officer vacancy occurs, an election or appointment will be made within thirty (30) days of the vacancy.

- 4.2.2 Vacancies: A vacancy may occur through resignation, leave of absence, or declaration of the Executive Board.
- a. If there is a vacancy of any office during the term, the President, with the approval of the Executive Board, may appoint a member to fill any vacancy. The replacement will serve until the end of the election year, or in the case of a leave of absence, when the officer has returned to duty. If the office of the President is vacant, or the President is unable to perform the duties of his or her office, the Vice President will immediately assume the role of President.
  - b. The Board may cause the removal or replacement of any officer who has four unexcused absences from regularly scheduled Board meetings per fiscal year. Absences may be excused by prior notification of the President.
  - c. The Board may also remove a Board member for failure to fulfill his or her responsibilities. This is to be accomplished by approval of the majority of officers in attendance at an Executive Board meeting. This action will take place at a noticed hearing to give the affected member opportunity to plead his or her case.
  - d. Board members unable to fulfill their assigned duties may wish to consider resignation. A 30-day notice should be given to the President as courtesy in order to allow time to fill the position.

#### Article 4.3 Senate Executive Officer Duties

Each Officer will perform the duties as follows:

##### President's Duties:

- a) Convene and preside at Classified Senate Executive Board meetings;
- b) Publish, and make public, an agenda for all Classified Senate Executive Board (and other Senate) meetings;
- c) Express publicly the Senate's position on issues, concerns and recommendations relating to participatory governance;
- d) Inform the Executive Board of committee vacancies;
- e) Appoint and/or remove classified staff members to/from college or districtwide committees and councils when necessary;
- f) Serve as representative on the GCCCD Classified Senates Coordinating Council in order to give status updates, articulate problems, and generate solutions to issues that have districtwide implications on classified staff.
- g) Serve as the representative or appoint a designee to serve on Cuyamaca College shared governance committees or councils where the Senate President is included on the composition;
- h) Serve as contact person for statewide organizations;
- i) Perform other duties as may be required by the office

#### Vice President's duties:

- a) Shall assume the duties of the President in their absence.
- b) Represent the classified senate at official functions or at committee/council meetings.
- c) Express publicly the Senate's authorized position on issues and recommendations relating to participatory governance;
- d) The Vice President shall keep the Classified Senate apprised of standing committee or ad hoc committee actions. Oversee Senate committee representation.
- e) Perform other duties as may be required by the office.

#### Treasurer's Duties:

- a) Maintain financial records, collect and deposit funds, disburse funds, and submit financial reports to the Senate during the calendar year as requested by the Executive Board but no less than twice per year;
- b) With assistance from the President, prepare annual trust fund budget for adoption by the Executive Board;
- c) Be one of two required signatures on the Cuyamaca College Trust Fund;
- d) Perform other duties as may be required by the office.

#### Secretary's duties:

- a) Record, prepare, publish and distribute meeting minutes and accompanying documents of all Cuyamaca College Classified Senate meetings;
- b) Distribute the agenda of official Classified Senate meetings at least 3 business days prior to meetings.
- c) Maintain Senate records, including ensuring the minutes are posted to the senate website.
- d) coordinate the reports and recommendations of Senate committees for presentation to the Executive Board;
- e) Perform other duties as may be required by the office.

#### Senators' duties:

- a) Attend regular Senate meetings;
- b) Poll constituents on items designated by the Executive Board;
- c) Report to the Executive Board any matters of concern from Classified Staff
- d) Perform other duties as may be required by the office.

### **ARTICLE 5 - MEETINGS AND MINUTES**

#### Article 5.1 — General Executive Board Meeting

- 5.1.1 An Executive Board Meeting (see Appendix A) shall take place a minimum of once per month. These meetings are open to the general classified senate membership of Cuyamaca College. Though anyone can attend, only Executive Board members will be given a vote.
- 5.1.2 A quorum for purposes of Classified Senate meetings and for voting purposes shall consist of 25% of those regularly attending officers. Decisions will require a two thirds (2/3) majority vote of those officers present.
- 5.1.3 Special meetings may be scheduled as needed and will be held according to the Brown Act.



Announcements of the Executive Board meetings shall be distributed and publicly posted within 3 working days of the meeting.

5.1.4 Minutes will be prepared by the secretary and posted for review by all senate members within 5 working days.

#### Article 5.2 — Annual Organizational Meetings

An Annual Organizational Meeting of the Classified Senate shall be held twice annually to: maintain connections with staff districtwide, establish interest in leadership, and solicit input from all on events hosted or organized by the Classified Staff. Minutes shall be taken.

#### Article 5.3 — Annual Planning Retreat

An Annual Planning Retreat of the Classified Senate Executive Board shall be held after the July seating of the newly elected E-board to plan the upcoming year's activity and establish the long term goals of the Senate. Minutes shall be taken.

### **ARTICLE 6 - COMMITTEES**

The Senate shall establish both permanent and, when appropriate, ad hoc Senate committees to assist in the development and implementation of policies and procedures relating to operational and educational matters, as it pertains to the Classified Staff of the College. The Senate will cooperate with departmental supervisors concerning classified employee committee placement.

#### Article 6.1 - Committee Chairs

The chair shall:

- a) File with the President/Vice President of the Senate a schedule of committee meetings;
- b) Forward committee minutes to the Secretary after each meeting;
- c) Prepare recommendations relating to committee functions for review and approval by the Executive Board;
- d) Prepare a summary of committee activities for presentation at Senate meetings;
- e) Perform other duties as determined by the Executive Board.

### **ARTICLE 7 - 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 the constitution or bylaws.

**ARTICLE 8 – ADOPTION OF CONSTITUTION AND BY LAWS**

**Article 8.1 - Adoption**

This Constitution shall take effect\_\_\_\_\_, upon approval by a simple majority of the quorum of the electorate of the Senate.

## **BYLAWS**

### **BYLAW 1 - PROCEDURE OF OPERATION OF MEETINGS**

- 1.1 The time and place of regular meetings of the Executive Board will be determined at the first meeting of the newly elected Executive Board.
- 1.2 Special Executive Board meetings may be called by the President or a majority of the voting members of the Executive Board.
- 1.3 Members of the electorate may attend any Executive Board meeting and may speak with the consent of the President or a board majority of the quorum; however, they may not vote. A majority of the quorum or the President, with the approval of the majority of the quorum, may invite any person to attend and speak at an Executive Board meeting.
- 1.4 The President shall publish, on the Senate website, two weeks after the Classified Senate Annual Retreat a schedule of meeting days and times for:
  - 3.4.1 General Executive Board Meetings
  - 3.4.2 Any standing Senate committees;
- 1.5 Meetings
  - 1.5.1. Final executive and legislative power of the Senate may be assumed by the body of the electorate when it is assembled in an Annual Organizational Meeting.
  - 1.5.2 General meetings of the Senate shall be scheduled at such times to ensure maximum attendance by the electorate. It shall be a goal of the officers to encourage attendance by staff at all Classified Senate hosted events.
  - 1.5.3 The President shall notify the electorate at least five working days prior to any Senate General Executive Board meeting. Call for agenda items shall be requested no less than one week before the event.
  - 1.5.4 A Senate General Executive Board meeting of the electorate shall be convened within five (5) working days in any one of the following ways:
    - a) by the President;
    - b) majority of the Executive Board by:
      - i. Petition to the President;
      - ii. Vote at a meeting of the Executive Board.
      - iii. Ten percent of the electorate by signed petition to the President.

## 1.6 Emergency Meetings

- 1.6.1 Emergency meetings may be convened on two hours' notice by:
- a) The President with approval of a simple majority of the Executive Board.
  - b) A two-thirds majority of the Executive Board by:
    - i. Petition to the President;
    - ii. Vote at a meeting of the Executive Board.
    - iii. Twenty-five percent of the electorate by signed petition to the President.

## **BYLAW 2 – ELECTIONS**

### 2.1 Election of Officers

- 2.1.1 Elections of officers shall be conducted in May, with results being announced during the June E-Board meeting. New officers will assume roles effective July 1<sup>st</sup>.
- 2.1.2 Election to a Senate office shall be by a simple majority. If no candidate for a Senate office receives a simple majority of the votes cast, a special election shall be held to decide between the two candidates receiving the highest number of votes for that office. This special election shall be held no less than two working days after its announcement to the Senate.
- 2.1.3 Nominations: A district-wide nominating committee will be composed of Senate Executive Board Officers or designee.

*See appendix B for Nomination and Election Committee definition.*

- 2.1.4 Voting procedures: The Officers shall be elected by majority vote to serve for a period of two years. Election to executive positions on the board shall stand in place after consensus of the executive board if no contentment is made or not more than one candidate is in running.
- a. President takes office in an odd year, and serves a two-year term. Treasurer, Secretary, Site Vice Presidents, Site Members at Large, and Site Senators take office in an odd year.
  - b. President Elect takes office in term year to facilitate organizational understanding, and familiarity with Presidential duties prior to assuming the full duties of the office.
- 2.1.5 Vacancies:
- a. The Senate President may declare a vacancy when an Executive Board member has been absent from more than four consecutive meetings.
  - b. When an Executive Office vacancy is declared, the replacement is filled by a majority vote of the Executive Board.
- 2.1.6 Removal from Office:
- a. Any appointee may be removed from their position by a two-thirds majority vote of the Executive Board.
  - b. Any elected official of the Senate may be removed from office by a two-thirds majority of votes cast within the electorate.

### **BYLAW 3 – AMENDMENTS TO BY LAWS/CONSTITUTION**

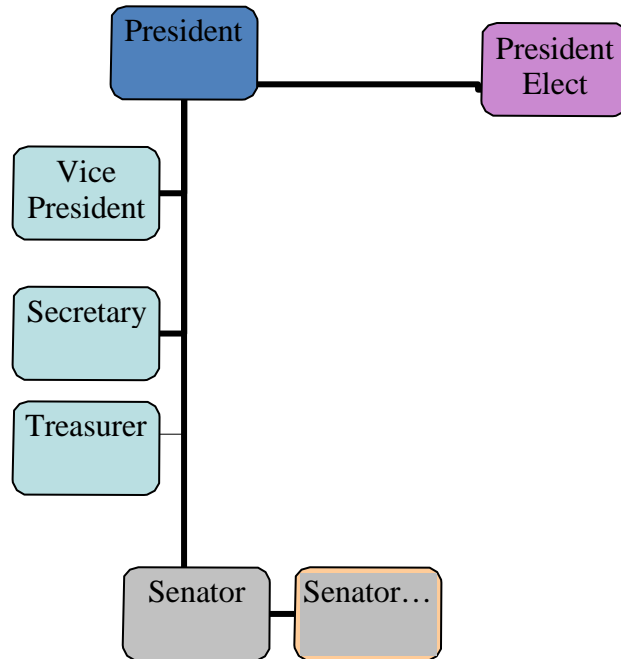
- 3.1 Additions and/or changes to the Bylaws or Constitution may be effected by a simple majority vote of the Executive Board and ratification by a simple majority (see definition of simple majority) at the next General Site Meeting following the proposal.
- 3.2 The proposed changes must be presented a minimum of 2 weeks before the meeting where the vote will take place.
- 3.3 A general meeting is defined as any gathering of the classified staff called by the executive board of the Cuyamaca College Classified Senate with purpose of organizational activities, or the intent of revising or updating the Constitution & By-Laws of the Cuyamaca College Classified Senate. Meetings, as defined, include but are not limited to: ‘Meet and Greet’, ‘Organizational Meetings’ ‘General Membership Meetings’, or Classified Staff Appreciation Day.
- 3.4 Revised bylaws will be distributed within 30 days to all members as amendments are implemented and posted to the Cuyamaca Classified Senate website.

### **BYLAW 4 – CLASSIFIED SENATE CODE OF ETHICS STATEMENT**

- 4.1 The Senate recognizes its responsibility and obligation to the classified membership it serves and is committed to conduct its business with honesty, integrity, and professionalism in the performance of the operations and functions necessary to achieve its established mission and vision as described in the Senate Constitution. To that end, the Senate is committed to accountability and transparency.
- 4.2 The Senate Code of Ethics applies to all employees of the Senate Executive Board. Executive Board members of the Senate share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the Districtwide Senate and its membership. Executive Board members of the Senate shall conform their conduct to the following Standards of Ethics:
  - Equitable access to participatory governance for all classified employees
  - Advocating for all classified employees with impartiality
  - Make every effort to ensure the stance taken at the site, or Districtwide, represents the consensus of the majority of the Senate Executive Board
  - Professionalism that builds confidence and trust in both the classified leadership and classified membership that serve this District

# APPENDICES

## APPENDIX A – ORGANIZATIONAL CHART



### Executive Board

- Comprised of the Elected/Appointed Officers and one President Elect. (Purple boxes depict members who do not have voting rights)
- Provide information to and solicit input from the Governing Board, district and college administrators, and faculty.
- President shall represent Classified Senate at Governing Board meetings

**APPENDIX B - ROLES OF CLASSIFIED SENATE**

	<b>CLASSIFIED SENATE</b>
Membership	Automatic for all classified, confidential
Affiliation	Cuyamaca College
Dues	None
Participation	Voluntary. Open to all classified, confidential
Voting	All classified, confidential are eligible
Role	The Classified Senate is a professional organization promoting the interests of all classified, confidential
Focus	<p>The Classified Senate is organized to:</p> <ul style="list-style-type: none"> <li>(a) participate in the shared governance structure;</li> <li>(b) provide a body representing the needs, concerns, and viewpoints of the classified, confidential staff;</li> <li>(c) provide a centralized means of communication between classified, confidential, and the rest of the district community;</li> <li>(d) select from its membership representatives to serve on governance and district/college committees;</li> <li>(e) articulate the professionalism of the classified, confidential so that it is properly recognized and valued;</li> <li>(f) provide an opportunity for enhancing the democratic process of participatory governance;</li> <li>(g) provide an opportunity to develop individual leadership among the classified, confidential, as well as increase the professional standards of its members;</li> <li>(h) promote and support activities that develop or increase the skills, productivity, and professionalism of the classified, confidential;</li> <li>(i) promote the interests of the classified, confidential in the development and formulation of policy and practice related but not limited to the following: <ul style="list-style-type: none"> <li>* The selection of administrative staff</li> <li>* In-service education</li> <li>* Facilities and services</li> <li>* Student/classified, confidential, supervisory and faculty/classified, confidential, supervisory relations</li> <li>* Finance and budget</li> </ul> </li> </ul>



## **APPENDIX C -- SAMPLE ELECTION BALLOT AND CALL FOR NOMINATIONS E-MAIL**

Electronic Nomination Form:

### Cuyamaca Classified Senate Nominations

If an office only has one nominee (uncontested) then that person shall be appointed by default without going through the election process, pending their acceptance.

\* Required

Name \*

Your answer

President Nomination(s)

Your answer

Vice President Nomination(s)

Your answer

Secretary Nomination(s)

Your answer

Treasurer Nomination(s)

Your answer

Senator(s) Nomination(s)

Your answer

**Thank you for your contribution and support of participatory governance!**



**DATE:**

**TO:** All Classified, Confidential & Supervisory Staff

**FROM:** \_\_\_\_\_: Classified Senate President

**RE:** CALL FOR NOMINATIONS for Executive Board Officers

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Being a part of the Classified Senate gives you an opportunity to make a difference! Classified Senate promotes the interests of all Grossmont-Cuyamaca Community College District Classified Staff in **non-bargaining/ non-contractual** matters. Plus, it's a great community of people to work with, and a really fun way to meet other employees districtwide!

If you, or someone you know, would you like the opportunity to:

- Serve as an advocate and representative for classified interests- to ensure that our perspective and voice is heard.
- Participate on governance committees and councils, and work alongside faculty and administrators to allow for inclusion in the development and formulation of policy, procedure and planning
- Help to provide a centralized and enhanced means of communication between Classified Professionals and the rest of the college and district community
- Promote and support the activities that develop or increase the skills, efficiency and experience of Classified Professionals

**Then Classified Senate is the place to be!**

**Nominate your representatives today!**

### **Executive Board Nominations for 2016-2018**

Cuyamaca College Classified Senate embraces the valuable contributions of all Classified Professionals by creating an environment that *cultivates community, communication and advocacy*.

The Classified Senate purpose and more information detailing the responsibilities of each office can be accessed through our **Constitution & Bylaws** (add link here). Classified Senate provides an opportunity to

develop individual leadership skills, as well as increase the professional standards and knowledge among its members.

**CUYAMACA COLLEGE CLASSIFIED SENATE POSITIONS TO FILL (2 year term):**

**President:** Chair of Classified Senate.

**Vice President:** Support/back-up to the President. Oversee Senate committee representation.

**Secretary:** Record, prepare and publish official Senate documentation.

**Treasurer:** Maintain Senate financial records, collect and deposit funds, submit financial records.

Please fill in the Nomination Form **here** for your choice(s) for the Classified Senate Executive Board. All nominations are due by **5:00 pm on \_\_\_\_\_**. All nominees will be contacted to confirm their interest in the nomination.

**APPENDIX D- CHANCELLOR’S CLASSIFIED SENATE ANNUAL AWARD**

- The handbook governing this award can be obtained from any member of the Classified Senate Executive Board.

**APPENDIX E -CLASSIFIED STAFF APPRECIATION DAY REFERENCE GUIDE**

- This reference guide can be obtained from any member of the Classified Senate Executive Board.

## APPENDIX F - MOU BETWEEN CSEA CHAPTER 707 AND GCCCD

### APPENDIX D

#### MEMORANDUM OF UNDERSTANDING

##### **CSEA, CHAPTER 707, CLASSIFIED SENATE OF THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT AND THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

The concepts, privileges, and obligations embodied within the various laws and regulations which govern the decision making processes of the Grossmont-Cuyamaca Community College District define more than one role for representation of the nonacademic staff.

The Board recognizes the California School Employees Association, Chapter 707, as the exclusive bargaining agent for classified employees, other than those designated as confidential, supervisory, and management for issues within the scope of representation under section 3543.2 of the Government Code.

For the purposes required under section 51023.5 of Title 5, Chapter 4 of the California Code of Regulations, the Board generally defines the Classified Staff other than nonacademic managers, as the group of positions to provide "staff" the opportunity to participate in District and college governance. In pursuit of effective participation structures and procedures to facilitate this opportunity, the Board recognizes the Classified Senate as a professional organization promoting the interests of all classified, confidential, and supervisory staff.

Both organizations promote the professional contributions of their members to the success of the District, the development and growth of individuals, and foster communication between the District and staff and among employees themselves. For classified staff, other than confidential and supervisory employees, membership is not mutually exclusive. In fact, each organization is charged by code and/or District policy/procedures with the obligation to represent the recommendations and opinions of the classified staff. The California School Employees Association, Chapter 707 is additionally charged with the obligation to represent the collective interests and individual rights of all of their unit members.

With the understanding of those overlapping roles in the general promotion of classified employees' interests, the following outlines some specific charters for each organization:

**The Classified Senate** is organized to represent classified, including confidential and supervisory staff, in issues including, but not limited to, the following:

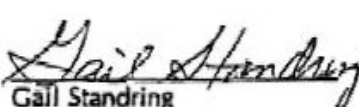


1. Promoting the shared governance process which develops and formulates policy and practice related, but not limited to, the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among the various interest groups in the Grossmont-Cuyamaca Community College District community; e) finance and budget.
2. Providing a centralized means of communication between classified staff and the rest of the District community.
3. Articulating the professionalism of the classified staff so that it is properly recognized and valued.
4. Providing an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.
5. Promoting and supporting activities that develop or increase skills, productivity, and professionalism.

**CSEA** negotiates and represents the classified bargaining unit in issues including, but not limited to, the following:

1. Promoting the shared governance process which develops and formulates policy and practice related, but not limited to, the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among the various interest groups in the Grossmont-Cuyamaca Community College District community; e) finance and budget.

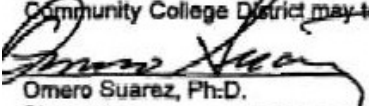
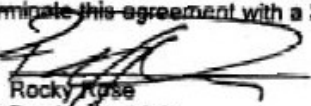
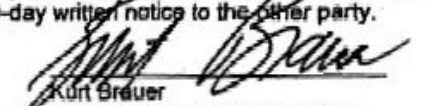
2. Wages, including salary schedule and placement, service recognition awards, professional growth awards, promotions, seniority, layoff, reemployment rights, and internal classification and reclassification.
3. Hours of employment, including pre-retirement reductions in contract.
4. Health and welfare benefits, including holidays and vacation.
5. Leave, transfer, IM reassignment policies, including sabbaticals, military leaves, bereavement leaves, military leaves, industrial accident leave, personal leave, unpaid leaves of absence.
6. Safety conditions of employment, including District disability leaves.
7. Procedures for the evaluation of the bargaining unit.
8. **Purpose** for protecting grievances and disciplinary actions.

In developing and carrying out policies and procedures pursuant to shared governance, all the District Governing Board shall ensure that no actions do not dominate or interfere with the function or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition such procedures (or staff participation) shall not intrude on matters within the scope of the law under section 3543.2 of the Government Code. In addition, the District shall not interfere with the exercise of the employees' right to form and join independent organizations of their own choosing and to engage in collective bargaining. Nothing in this Memorandum of Understanding shall be construed to impinge upon or detract from any right guaranteed by the National Labor Relations Act, CSEA Chapter 707 and the Governing Board.

		
Gail Standing CSEA District Negotiator Date: <u>3/22/94</u>	Sandy Beasley Exec. Chair of CS Date: <u>3/22/94</u>	Charleen McMahan District Negotiator Date: <u>3/22/94</u>

CfM:nay  
3/22/94

Kurt Brauer, CSEA Chapter 707, President, on behalf of the Classified School Employees Chapter 707, and Omero Suarez, Ph.D., Chancellor, on behalf of the Governing Board of the Grossmont-Cuyamaca Community College District, mutually agree that the provisions of this Memorandum of Understanding shall remain in force for the purposes referenced in Educational Code Section 70901.2 regarding appointment of classified staff representatives to serve on a college or district task force, committee, or governance group. It is further understood that either CSEA, Chapter 707 or the Governing Board of Grossmont-Cuyamaca Community College District may terminate this agreement with a 30-day written notice to the other party.

		
Omero Suarez, Ph.D. Chancellor Date: <u>5-20-02</u>	Rocky Rose President of CS Date: <u>MAY 16, 2002</u>	Kurt Brauer CSEA Chapter 707, President Date: <u>MAY 16, 2002</u>

Revised; 5/16/02

## **APPENDIX G- 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 By Laws or Constitution it is  $2/3^{\text{rd}}$  of the vote of the members voting.

### Site

Cuyamaca College, District Office, 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.