

CLASSIFIED SENATE

Grossmont-Cuyamaca Community College District

Constitution & Bylaws

8800 Grossmont College Drive
El Cajon CA 92020-1799
(619) 644-7010



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CONSTITUTION AND BYLAWS

ARTICLE 1 - NAME OF ORGANIZATION

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

The Senate shall represent and include all classified staff except management as defined by Education Code Section 72400.

ARTICLE 2 - PURPOSE

The Senate will participate in the governance of the Grossmont-Cuyamaca Community College District. The Senate will collect, evaluate, and disseminate information and represent the determined interest of the classified staff on any governance issue and/or District/College committee.

The Classified Senate is organized to:

- a. participate in the governance structure of the District;
- b. provide a body representing the concerns and viewpoints of the classified staff;
- c. provide a unified means of communication between classified staff and the rest of the District community;
- d. provide an opportunity to develop individual leadership and professional standards among the classified staff;
- e. promote the interest of the classified staff in the development and formulation of policy and practice related but not limited to the following:
 - 1) selection of administrators,
 - 2) in-service training,
 - 3) facilities and services,
 - 4) classified relations with student/faculty/administration,
 - 5) finance and budget;
 - 6) develop cooperation among administration, faculty, and classified staff.

Article 2.1 - Scope of Responsibility

The Senate:

- a) may make recommendations for the classified staff in non-contractual matters;
- b) shall obtain, consider, and may take positions on College/District information and make recommendations to the college administrations and the District;
- c) may select a designee to appear before the Governing Board to express the views of the Senate on non-contractual issues relating to policies, procedures, and governance.



ARTICLE 3 - ORGANIZATION

Article 3.1 - Sites

The Senate shall consist of one council, with representatives from each site:

- a) Cuyamaca College;
- b) Grossmont College; and
- c) District Offices.

Article 3.2 - Membership

The Senate shall be comprised of Governing Board approved classified employees including positions that have been designated confidential and supervisory by collective bargaining with the exception of management. Participation is voluntary and there are no dues.

Article 3.3 - Composition of the Executive Board

The Executive Board is comprised of fifteen elected officers; one President, one Treasurer, three Vice Presidents, one Secretary, three Members at Large, six Senators (two from each site), one appointed District Bargaining Unit Representative, and one Past President.

Each Site will have one Vice President, one Secretary, one Member at Large and Senators (no more than 4 per site) representing the classified staff.

'Past President' shall be an automatic appointment at the conclusion of his/her current presidential term and/or at the time of replacement in office and shall serve his/her successor and the executive board in an advisory capacity for as long as his/her successor holds the office of President but may opt out after severing in that position for one (1) term and any time thereafter up to a maximum of five (5) terms.

Past President and the District Bargaining Unit Representative serve as the advisory links to the Classified Bargaining Unit Executive Board, Supervisory/Confidential Advisory Team, and the Classified Senate Executive Board and since they are appointed, not elected, shall have no voting rights.

See Appendix A. for Senate Organization chart.

Article 3.4 - Autonomy

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



Article 3.5 - Representation

The Senate shall seek full representation on all appropriate college and district committees and councils. All representatives to those committees and councils will be appointed by the Executive Board.

Article 3.6 - Senate Committees

The Executive Board shall have the power to form committees.
See Article 6 for additional information on committees.

Article 3.7 - Recognition

The Senate shall be an official body promoting the interests of the classified staff of the Grossmont-Cuyamaca Community College District.

Article 3.8 - Web Site

The Senate shall operate and maintain an informational web site supporting and promoting the interest of the classified staff.

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

Article 4.1 – Executive Senate Officers

Each site shall elect one Vice President, one Member-at-Large and two Senators

Vice President's duties:

The Site Vice President may declare a vacancy of any elected executive officer after 3 consecutive absences at executive board meetings

Article 4.2 - Senators

Senators shall be elected for each Site. Each senator shall serve two-year terms of office beginning July 1 through June 30.

4.2.1 Election of senators shall be conducted during the regular election period.

4.2.2 The number of Senators are determined by the Sites and may vary from year to year, however, no more than 4 may represent a single site, two elected and two appointed.

4.2.3 The election process can be conducted with one of the following procedures:
a. An informal survey of the area, or
b. by ballot if more than two individuals are found in the survey process



4.2.4 Appointment of senators shall be conducted during the regular election period or whenever the site deems necessary up to two the appointed senators.

4.2.5 Vacancies:

- a. The Site Vice President may fill any vacancy as deemed necessary.

Article 4.3 – Past President

‘Past President’ shall be an automatic appointment at the conclusion of his/her current presidential term and/or at the time of replacement in office and shall serve his/her successor and the executive board in an advisory capacity for as long as his/her successor holds the office of President but may opt out after severing in that position for one (1) term and any time thereafter up to a maximum of five (5) terms.

Article 4.4 Executive Senate Officer Duties

Each elected officer will perform the duties as follows:

President's Duties:

- a) preside at Executive Board meetings;
- b) preside at General Senate meetings;
- c) express publicly the Senate's position on issues and recommendations relating to governance;
- d) attend all Governing Board meetings or designate a representative;
- e) inform the Executive Board of committee vacancies;
- f) appoint and/or remove classified staff members to GCCCD committees when requested (subject to the consent of the Executive Board);
- g) serve as the representative on the District-wide Executive Council and Budget Planning Committee or designate a representative;
- h) serve as chair of the District Staff Development Committee or designate a representative;
- i) publish an agenda for all Executive Board & general district wide Senate meetings;
- j) serve as contact person for statewide organizations;
- k) in the absence of the President, an officer will be elected by a majority of a quorum of the Executive Board to assume those duties;
- l) 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 not less than twice per year;
- b) prepare Senate budget for approval by the Executive Board;
- c) be one of two required signatures on the Classified Senate Trust Fund;
- d) chair the Fundraising Sub-committee;
- e) perform other duties as may be required by the office.



Vice President's duties:

- a) act as Chair in absence of President at Executive Board meetings;
- b) represent their Site on the Executive Board;
- c) represent classified staff at official functions or designate a representative;
- d) serve on the Senate Nomination and Election Committee;
- e) express publicly the Senate's authorized position on issues and recommendations relating to site governance;
- f) represent the Senate at meetings of the President's Advisory Councils and site budget committees or designate a representative;
- g) recommend Site representatives to serve on committees when requested by the Senate President;
- h) perform other duties as may be required by the office.

Member at Large duties:

- a) represent their Site on the Executive Board;
- b) act as Chair in absence of Vice President;
- c) coordinate and conduct Senate elections;
- d) assume the role of Vice President in the event of a vacancy;
- e) perform other duties as may be required by the office.

Secretary's duties:

- a) to prepare, publish, and distribute minutes and agenda of all Senate meetings;
- b) maintain and file all Senate records;
- c) coordinate the reports and recommendations of Senate committees for presentation to Executive Board;
- d) perform other duties as may be required by the office.

Senators

Senators shall be elected for each Site. Each senator shall serve two-year terms of office beginning July 1 through June 30.

Senators' duties:

- a) attend regular Senate meetings;
- b) poll their constituents on items designated by the Executive Board;
- c) report to the Executive Board any matters of concern from their area;
- d) perform other duties as may be required by the office.

The Past President will be an advisory and mentor to the currently elected President, guiding and assisting the President in become familiar with but not limited to:

- a. Duties and Responsibilities of the office of President
- b. District's Policies and Procedures
- c. Governing Board Procedures
- d. MOU with CSEA
- e. Perform other duties that may be requested by the President and/or Executive Board



ARTICLE 5 - MEETINGS AND MINUTES

Article 5.1 — Executive Board

The Executive Board (see Appendix A) shall meet once a month. Special meetings may be held as needed. Announcements of the Executive Board meetings shall be posted. Minutes will be prepared by the secretary. Official minutes of all meetings shall be kept and will be available at each site as well as on the Senate's web site.

Article 5.2 — Annual Organizational Meeting

An Annual Organizational Meeting of the Classified Senate shall be held prior to the May elections to accept nominations. 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 but no later than the end of September to plan that year's activity and establish the long term goals of the Senate. Minutes shall be taken.

Article 5.4 — Regular Senate Meetings

General meetings will be held as needed via video-conferencing between sites. Senate President will chair meetings. Minutes will be taken by the secretary.

Official minutes of all general membership meetings shall be kept and will be available at each site as well as on the Senate's web site.

Distribution list for all official minutes:

- Chancellor
- College Presidents
- Vice Chancellor-Human Resources & Administrative Services
- Academic Senate Presidents
- Classified Senate Officers
- Senators

ARTICLE 6 - COMMITTEES

The Senate shall establish both permanent and, when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to the operational and educational matters, as it pertains to the Classified Staff of the Colleges and District. The Senate shall collaborate as outlined in the Memorandum of Understanding (MOU) with the CSEA chap 707 regarding appointment of classified staff to committee and taskforces and will cooperate with departmental supervisor concerning classified employee committee placement.



Article 6.1 - Types of Committees

- a) A standing committee is a permanent ongoing committee.
- b) A special committee is one that is reoccurring in nature.
- c) Ad Hoc committees
 1. Senate ad hoc committees may be established by the President of the Senate, upon the advice and consent of the Executive Board.
 2. Site ad hoc committees may be formed by the Vice Presidents upon the advice and consent of the Site Officers.
 3. Ad hoc committees shall be formed for specific purposes and shall be of short durations.

Article 6.2 – Committees

Standing committees:

- a) Communications
- b) Fund-raising
- c) Employee Recognition
- d) State and Regional

See Appendix B for committee make-up and charge.

Article 6.3 - Committee Chairs

The chair shall:

- a) file with the President/Vice Presidents 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 6.4 - Committee Member Responsibility

Shall be required to submit a report to the monthly site meeting (or sooner if necessary) either verbally or in written form.

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 these bylaws.



ARTICLE 8 - ADOPTION, AMENDMENTS

Article 8.1 - Adoption

This Constitution shall take effect July 1, 1994, upon approval by a majority of the quorum of the electorate of the Senate. Amended/Updated version of the Constitution shall then take effect as of July 1, 2004.

Article 8.2 - Amendments to the Constitution

The Constitution shall be amended by a majority of the electorate. Amendments may be proposed by 10 percent of the electorate or 33 percent of the Executive Board. The proposal, when initiated by the electorate, will be filed with the required number of signatures with the President. The President will validate the signatures and calculate the percentage within five working days of the receipt of the proposed amendment and present the proposal to the Executive Board. The president shall call an election within fifteen work days of the receipt of the validated amendment and announce the results of the election within two working days.

ARTICLE 9 - DEFINITIONS

Role of Classified Senate (see appendix C)

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" are 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.

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.

Majority

A "majority" is simply *more than half*.

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.

Supervisory Employee

A person whose classification is on the supervisory salary schedule.



BYLAWS

BYLAW 1 - QUORUMS

- 1.1 A quorum shall consist of a majority of voting members of the Executive Board or a majority of those in attendance at general Senate meetings.
- 1.2 Election by written ballot shall require a majority of those voting to carry the issue.

BYLAW 2 - TERMS OF OFFICE

- 2.1 All Officers shall serve two-year terms of office from July 1 through June 30.
- 2.2 All officers may serve no more than three (3) consecutive terms in the same office.
- 2.3 Standing committee chairs shall serve two-year terms of office from July 1 through June 30.

BYLAW 3 - PROCEDURE OF OPERATION OF MEETINGS

- 3.1 The time and place of regular meetings of the Executive Board will be determined at the first meeting of the newly elected Executive Board.
- 3.2 Special Executive Board meetings may be called by the President or a majority of the voting members of the Executive Board.
- 3.3 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.
- 3.4 The President shall publish by the third week of the Fall semester, a schedule of meeting days and times for:
 - 3.4.1 General Meetings – being held the 2nd Tuesday of the month;
 - 3.4.2 Standing committees;
 - 3.4.3 Executive Board – being held the 1st Tuesday of the month or a time appropriate for a quorum attendance
- 3.5 Minutes and agendas of regular Executive Board meetings and the General Site Meetings will be distributed to the Executive Board members and posted. Minutes will be posted within five working days after the meeting. Minutes will be made available upon request. Agendas will be posted at least one working day prior to regular Executive Board Meetings and at least five working days prior to a General Site Meeting.



3.6 Meetings

- 3.6.1. 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.
- 3.6.2 General meetings of the Senate shall be scheduled at such times to insure maximum attendance by the electorate.
- 3.6.3 The Site Vice President's shall notify the electorate at least five working days prior to any General Senate meeting. Notice of the meeting with agenda items shall be distributed to members.
- 3.6.4 A general Senate 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.
 - c) Ten percent of the electorate by signed petition to the President.
- 3.6.5 Any motion relevant to an agenda item may be carried by a majority of the quorum. A procedural motion proposed at a general Senate meeting requires a 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 majority to carry.

3.7 Emergency Meetings

- 3.7.1 Emergency meetings may be convened on two hours notice by:
 - a) the President with approval of a majority of the Executive Board.
 - b) a two-thirds majority of the Executive Board by:
 - 1. petition to the President;
 - 2. vote at a meeting of the Executive Board.
 - c) twenty-five percent of the electorate by signed petition to the President.
- 3.7.2 A majority of the quorum shall be required to carry a procedural motion and a two-thirds majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Senate.



BYLAW 4 - ELECTIONS

4.1 Election of Officers

- 4.1.1 Elections of officers shall be conducted during the first two weeks of May.
- 4.1.2 Election to a Senate office shall be by a majority. If no candidate for a Senate office receives a 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.
- 4.1.3 Nominations: A district-wide nominating committee will be composed of Senate Executive Board or designee.

See appendix B for Nomination and Election Committee definition.

- 4.1.4 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.
- 4.1.5 Vacancies:
 - a. The Executive President may declare a vacancy when an Executive Board member has been absent from more than three consecutive meetings.
 - b. When an Executive Office vacancy is declared, the replacement is filled by a majority vote of the Executive Board.
 - c. When a Site Office vacancy is declared, the replacement is filled at the site by election or draft.
- 4.1.6 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.

4.2 Election of Senators

- 4.2.1 Elections of senators shall be conducted during first two weeks of May.
- 4.2.2 The number of Senators are determined by the Sites and may vary from year to year.
- 4.2.3 The election process can be conducted with one of the following procedures:
 - a. An informal survey of the area, or
 - b. by ballot if more than one individual is found in the survey process.



4.2.4 Vacancies:

- a. The Site Vice President may declare a vacancy of a senator after 3 consecutive absences at site meetings.
- b. When a Senator vacancy is declared, replacement is filled at the site by election or draft.

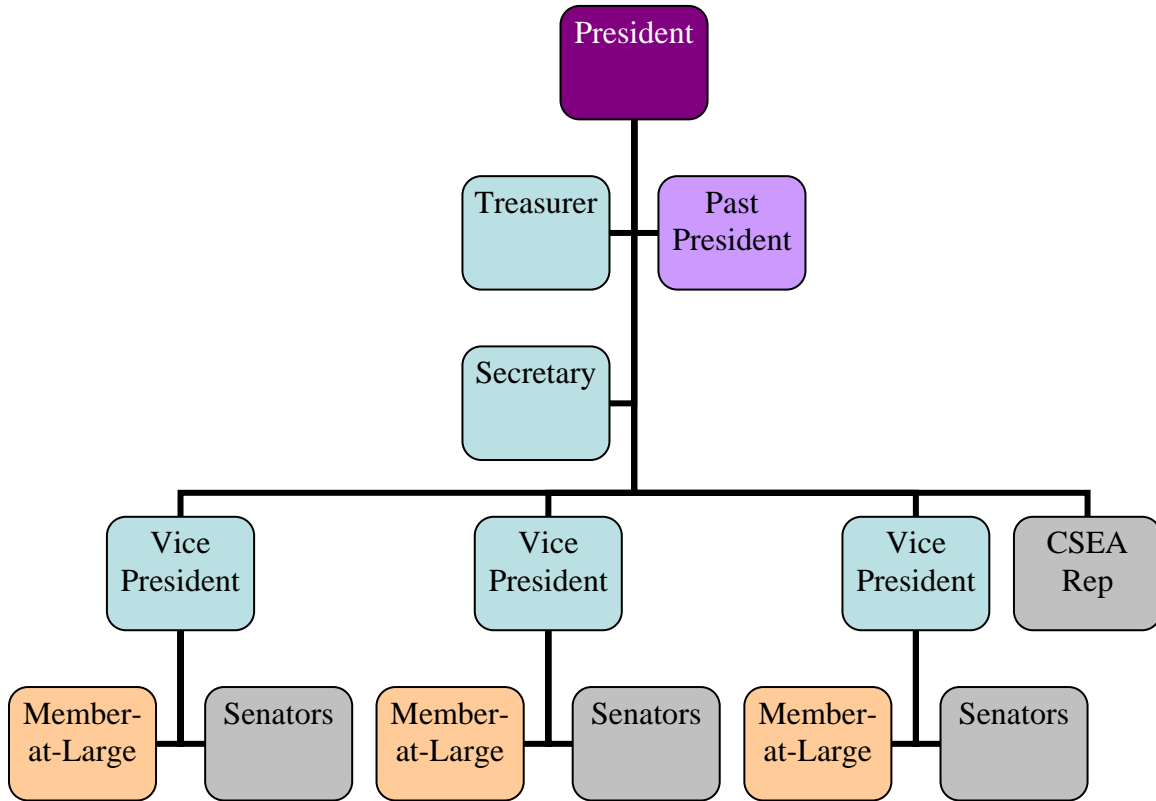
BYLAW 5 - AMENDMENTS

Additions and/or changes to the Bylaws may be effected by a majority vote of the Executive Board and ratification by a majority of the quorum at the next General Site Meeting following the proposal.

Additions and/or changes to the constitution shall be voted on by a majority of participating classified staff.

Such changes shall be proposed with at least 2 weeks advanced notice for classified staff to consider. Voting may be held at any staff gathering with notice. Voting may be a public show of hands or a ballot system.

APPENDIX A - ORGANIZATIONAL CHART



Executive Board

- Comprised of the officers and one CSEA representative. (The CSEA representative does 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 – COMMITTEES

The Nomination and Election Committee

This committee shall be a special committee of the Senate to receive and solicit names of candidates seeking election as officers and shall supervise the election of those candidates. Nominations shall be by written petition and the nominee shall accept either by phone or in writing. Members will be the Senate Executive Board.

Communications

This group is charged with centralizing information to our constituency in the most efficient way gathering campus-wide and district endeavors, projects and publications. They are to manage committee assignments and centralize the minutes of the numerous committees, counsels and taskforces within the district and individual campus communities. This is accomplished through committee assignment reports, website database of minutes and summarization of classified representations. This is a collaborative effort between the classified senate and our local CSEA chapter 707 including but not limited to naming of committee members as outlined in the Memorandum of Understanding between the two organizations.

Fund-raising

This committee is charged with finding innovative ways to support the GCCCD classified senate treasury, and includes, but is not limited to, Sees Candy fundraising events, Dudley's Bread fundraising events and sponsorships and donations of any kind made to the GCCCD classified Senate. This committee will report to the treasurer any purchasing and accounting needs. The treasurer will be the chair of this committee and report to the executive board the status of the treasury.

Employee Recognition

This committee is responsible to manage and present the nominations collected for the Chancellors/Classified Senate award to the executive board and any other classified employee recognition sponsored by classified senate, including but not limited to the individuals recognized as the "4CS Classified Employee of the Year". This committee to survey the classified constituency for professional development and assist in further developing awards to recognize hourly employees and work with student unions to recognize student hourly worker. This committee is charged with effectively communicating to the campus community the purpose employee recognition in addition is to communicate deadlines for ceremonies and timelines and offer assistance within the capacity of completing nomination forms.

State and Regional

This committee is charged with managing communications between the GCCCD Executive Board and the 4CS State Executive Board. The committee is also responsible for perusal of participation with 4CS on the executive level. This includes but is not limited to discovering the resources needed for travel, documentation and relationship development district wide to better interact with the State Classified Senate.



APPENDIX C - ROLES OF CLASSIFIED SENATE AND C.S.E.A

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



APPENDIX D -- SAMPLE BALLOT

Nomination Form

20__-20__

DEADLINE: 5:00p on _____, 20__

I, _____ (your name – do not leave blank), nominate the individual(s) listed below to represent the entire district as:

- President _____
- Treasurer _____
- Secretary _____

I nominate the individual(s) listed below to represent (select your site only):

- District
- Grossmont
- Cuyamaca

Vice President: _____

Member at Large: _____

Senators (2 per site): _____

Note: If the office has only one nominee (uncontested) then that person shall be appointed by default without being submitted to the election process.

Please e-mail your form to the Election Committee at cls.senate.elections@gmail.com or by interoffice mail to Paula Tillery or Lynne Davidson.

Thank you for your participation!

Vision Statement

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 Statement

GCCCD 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.