

# GROSSMONT COLLEGE

## Classified Senate

March 7, 2025

1:30 pm-3:00 pm

Griffin Gate 60-180 or Zoom

<https://us06web.zoom.us/j/83987974434>

**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 College.

**MISSION:** Grossmont Classified Senate promotes the valuable contributions made by classified professionals 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.

### 2023-2025 Classified Senate e-Board

EXECUTIVE OFFICERS
<input checked="" type="checkbox"/> Michele Martens-President
<input checked="" type="checkbox"/> Bernadette Black-Vice President
<input type="checkbox"/> Janice Fischer-Secretary-Excused
<input type="checkbox"/> Roma Sitta – Treasurer
<input type="checkbox"/> Michele Martens-Past President

### 2024-2026 Classified Senate

SENATORS	SENATORS	SENATORS
<input checked="" type="checkbox"/> Theresa Apodaca	<input type="checkbox"/> Anthony Cutietta	<input checked="" type="checkbox"/> Adela Powers
<input checked="" type="checkbox"/> Melissa Benton	<input checked="" type="checkbox"/> Cindy Hall	<input type="checkbox"/> Maryam Rastvan
<input type="checkbox"/> Juliana Bertin	<input checked="" type="checkbox"/> Debora Hanssen	<input type="checkbox"/> Janet Shipstead
<input type="checkbox"/> Lisa Brlas	<input checked="" type="checkbox"/> Andrew Hellier	<input checked="" type="checkbox"/> Brandi Tonne
<input type="checkbox"/> Kristin Campbell-Excused	<input checked="" type="checkbox"/> Dawn Heuft	<input type="checkbox"/>
<input type="checkbox"/> Ryan Cline	<input checked="" type="checkbox"/> Bryan Lam	
<input type="checkbox"/> Debora Curry-Excused	<input type="checkbox"/> Christina Mora	
Guests	Guests	Guests
Pat Palma	Reyna Toriente	Martin McKinney
P.J. Ball	Candy McLaughlin	

Quorum: Simple majority of the voting members present (11).

Routine Business	
1. Welcome	Michele Martens
2. Additions/Deletions to Agenda	None

3. Public Comments	<p>Michele: Changes to Annual Evaluation to include DEIA and it is not known how this aspect of our job will be evaluated (AP2710 is being updated). Bernadette shared our concerns in the HRAC committee about vague language, infringement on employees, and concerns over supervisors' ability to quantify this piece.</p> <p>We also discussed the recent push by the district to put a spotlight on how hours are entered into Workday due to their fears about employees double-dipping while holding more than one job.. Our concerns will be brought back to the next HRAC meeting at the end of April.</p>
4. Approval of 1/31/2025 Minutes	Corrections to AP2710 from Bryan Lam and Bernadette Black. Approved.
5. PG Committee Reports -	<p>College Council - Bryan, Andrew: The council discusses several key topics. Professor Palacios from the math department gave a public comment regarding significant cutbacks to tutoring, advocating for making it a permanent budget item.</p> <p>The council reviewed affinity flag policy requests and decided that all formerly approved flags no longer need to do the yearly process unless the flag changes in any way.</p> <p>The Council also reviewed accreditation standards 4.2 and 4.3. and mentioned that there will be a participatory governance training during Flex week.</p> <p>The council confirmed strategic hires for various positions.</p> <p>Also, there is concern over the lack of representation from most governance committees, at College Council. Each chair/co-chair/representative is slated to give monthly updates for the Council. Michele suggested that, College Council reaffirms the need for representatives to attend Council meetings. She will broach the subject in her next meeting with President Whisenhunt.</p> <p>Technology - Lisa- See attached notes</p> <p>PIEC - Juliana-absent</p> <p>P.D. - Theresa- Reviewed PD plan with group discussions in breakout rooms. reviewed AUP PD requests (1). Reviewed Accreditation Standard 3.2.</p> <p>Staffing - will ask for a written report.</p>
<b>New Business</b>	
6. Treasurer Swearing in	Michele - Roma Sitta Next meeting 3/21
<b>For Discussion</b>	
7. New Executive Board Leadership	Michele introduced the 2025-2027 Executive Board: President Andrew Hellier, Vice- President Janice Fischer, and Secretary Deborah Hansen. We are hopeful that the

	current Treasurer, Roma Sitta, will enjoy her short, 3-month tenure as Treasurer and agree to continue through next term. She is already a tremendous asset and greatly appreciated.
8. CLI 2025 - (Applications Period Closed)	The Classified Leadership Institute was discussed, with a focus on securing early bird rates for the event. The cost for 12 participants will be about \$26,510.00. We probably won't be able to send all 12. We will be judging the Spirit Contest at the conference this year as we took the Spirit Stick home last year!
9. Workday & Time Keeping	Michele mentioned the new rules regarding the use of sick leave and personal necessity time that was shared at our last CSEA meeting. She emphasized that sick leave should only be used when actually sick, not for routine doctor appointments. Personal necessity time should be used for appointments and last-minute needs, and it comes out of the sick leave balance. There is a limit of seven instances of personal necessity per year. Michele advises staff to be careful with time reporting and to get approval from direct supervisors in writing. The team discussed confusion around these policies and the need for better communication from HR and the union. Linda Beam said HR will offer a workshop on these changes.
10. Spring Student Pop-ups Dates: April 9 11:00 2:00 (Wed.) April 10, 9:30 - 12:30 (Thurs.)	<p>We will need help with Setup, Event, and Breakdown. Sign up will be sent out.</p> <p>Michele discussed the upcoming student appreciation pop-ups, which have outgrown their current format and need more volunteers and resources. She also mentioned the possibility of reaching out to the Administrators Association for donations and help.</p> <p>There was mention of the ability to donate to CS through the foundation (charitable contribution one-time and/or monthly)</p>
<b>For Information</b>	
11. PD Opportunity	Social Justice & Career Advancement Institute
12. Walk-A-bouts	<p>Lisa Brlas: Contact Pat Palma (<a href="mailto:pat.palma@gcccd.edu">pat.palma@gcccd.edu</a> &amp; <a href="mailto:palma_pat@yahoo.com">palma_pat@yahoo.com</a>) We need more people and communication.</p>
13. Topics for Meetings with President Whisenhunt	Send your suggested topics to Michele
14. Topics for Meetings with the Chancellor	Send your suggested topics to Michele
15. President's Report	Michele Martens: Shared information about a DEC meeting on reimagining public safety, which includes a

task force on strengthening the current model of campus safety. She highlighted the challenges of understaffing in the current system and the high cost of increasing the number of sheriffs on campus. The team was encouraged to think about potential solutions and suggestions for improving the current situation.

Michele, Dawn, Theresa, Pat, and Cindy discussed safety concerns on campus. They highlighted the experiences of suspicious individuals and the importance of situational awareness, particularly for women. They also discussed the role and limitations of Campus and Parking Services (CAPS) personnel, who despite their short staffing, provide excellent service. They also discussed the need to update their fire alarm system, Michele confirmed this is in the process. We will be charging for parking come FALL25. Funding goes to pay for caps (70%).

Bernadette: **Update from HR:** Leave of Absence forms are required when requesting/using Personal Necessity in addition to requests and time entry in Workday.

**Next Classified Senate Meeting: March 21, 2025**  
[Visit the Classified Senate Website Here](#)

[Classified Senate Happy Padlet](#)

CLASSIFIED PROFESSIONAL BOOK CLUB  
Email: [lisa.brlas@gcccd.edu](mailto:lisa.brlas@gcccd.edu). if you're interested in participating.

## Technology Committee meeting

Feb 24, 2025

By Lisa Brlas (Classified Senator)

### AUP Process

The process is coming up. The committee will review and prioritize requests using the Rubrics. The schedule, requests and forms are included and organized in the Tech Committee Canvas account.

### Accreditation Standard III discussion

- IISER is done every 7 years to make sure the college is distributing federal funding appropriately.

- The committee went over the whole standard, asked questions and brought up ideas to recommend. One process to update our standards was not updated since 2018; The committee will alert the new Information Security Office (ISO) to update it.

## Review of BP's pertaining to Technology

### BP 3720: Computer & Network Use

It was suggested that the word Technology but incorporated as the two words Computer and Network means a lot of different things now.

### BP 6335: Technology Replacement

To maintain:

- Standards of appropriate currency or being current or updated, which is ongoing.
- A Plan, which is ongoing.
- And Procedures to systematically replace computers and networks. GC is just starting this while we do not know if CC is doing/starting this.

### BP 6450: Wireless or Cellular Telephone Use

This includes providing a cell phone to employees and students and the relationship to IRS processes. The committee does not believe anyone on campus has a work cell phone and most employees needing phones doing work on campus use their own cell phones.

- The wording will be worked on to recommend updates.
- Suggested a list of people falling under this BP would be helpful.

## Conclusion

The committee members have homework now to review all the requests and will hopefully conclude the prioritization by the May deadline.