 **CLASSIFIED SENATE MEETING MINUTES**

**SAN DIEGO MIRAMAR COLLEGE**

**March 1, 2022 ●** **11:00 a.m. – 12:00 p.m.**

Zoom https://cccconfer.zoom.us/j/92133514700

**Officers and Senators:** Sean Young, Val Sacro, Sandra Marquez, Sam Shooshtary, Arnice Neff, Bill Pacheco, Sharilyn Wilson, Jill Dela Cruz, Rachel Halligan, Ryan Roper, Jill Griggs, Anna Liza Manzo, Jeanette Moore, Lynne Campbell, and Malia Kunst

**Absent:** Calvin Le, and Lezlie Allen

**Vacancies:** Senator Area B and Senator Area D

**Guests:** Danielle. Short

1. **Call to Order -** The meeting was called to order at 11:00 a.m.
2. **Approval of Agenda and Minutes -** Approval of the Agenda with SPAA Classified Resolution Discussion tabled: Motion by S. Marquez. Second by S. Shooshtary. Motion to Approve Carries: 10 Yes, 0 No, 0 Abstention. Approval of Minutes: December 7, 2021 - Motion by A. Neff. Second by J. Griggs. Motion carries 10 Yes, 0 No, 0 Abstention. February 15, 2022 – Motion by S. Wilson. Second by J. Griggs. Motion carries 10 Yes, 0 No, 1 Abstention.
3. **Additional Items/Comments Related to Agenda:**
* It was confirmed that it is still the intention of the Classified Senate body to continue meetings via hybrid format. To adhere to Brown Act, reminder was made that those who choose to remotely dial in from their office to provide location prior to meeting (allowing an individual to walk in and make a comment). Confirmation will be needed in regards to posting physical address if working from home or if only the general area needs to be posted.
1. **Old Business:**

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| **#** | **Item** | **Initiator** |
| 1 | *Vote to Hold March 1, 2022 Senate Meeting Via Zoom (Action Item):*1. Motion by J. Griggs. Second by S. Shooshtary. Motion carries: 10 Yes, 0 No, 0 Abstention.
 | S. Young |
| 2 | *SPAA Classified Solidarity Resolution – Continued (Discussion Item):*1. Tabled
 | D. Gutowski |

1. **New Business:**

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| **#** | **Item** | **Initiator** |
| 1 | *Content Management Plan (Discussion Item):* 1. General overview was presented in regards to recommendations with website content management.
2. Purpose of proposed draft is to provide clarity to the process, web page maintenance, how to report issues, form a website user group, perforn regular content audits, usability testing, standardize calendar requirement for the college, integrate website into campus business process, and enhance training resources.
3. S. Marquez requested to look into how the college can schedule and post recurring events (weekly and/or monthly).
4. In regards to broken links to District website, currently there is no group or process to address issue. K. Hill has been meeting with website developers across the District and is looking into “guaranteed URLs” that will be maintained and notification will be sent if URL link is changed.
5. Content Management Tiger Team will include representation from Classified Professionals, faculty, administrators, and students.
6. B. Pacheco expressed concerned that Classified members may be asked to perform web development duties and not have the proper training or fair pay. Per K. Hill, this is not web development, this is content management (who does what to be discussed with department supervisors/managers). Classified members will not be required to perform development functions.
7. A. Neff commented that this is already being done within BTCWI. It was not difficult, training was simple and super fast, very user-friendly interface. There is no real change to those already updating web page.
8. D. Short stated that each department will decide who is responsible for updating the website and will likely pick someone “higher ranked”. D. Short also mentioned that if AFT members should have concerns, contact AFT if they are asked to work out of class.
9. V. Sacro commented for departments to communicate with each other if there are any updates required – to have an open communication.
10. K. Hill will be presenting these recommendations to the Associated Student Government and Academic Senate, returning back to College Council for feedback.
 | K. Hill and S. Young |
| 2 | *Padlet Activity, Becoming a Student Ready College (Discussion Item):* 1. How to Become a Student-Ready College Padlet discussion was presented by J. Ock.
2. J. Ock requested that Classifieds fill out the form via Padlet links provided. Topics included: Pre-college (Thinking about College), Clarify the Path, Enter the Path, Stay on the Path, Ensure Learning, and After Completion/Graduation. These topics heavily aligns with Guided Pathways.
3. Presently we do not have a definition of a student-ready college. J. Ock will reach out to VPI Odu for definition.
4. Padlet Link will remain open for the next two weeks. Classifieds could use the following link: Padlet.com/csampaga/ywe79ziem1pj3h1z.
 | E. Manalastas, J. Ock, M. Cordero, and S. Young |
| 3 | *Form Elections Committee for the Upcoming Senate Elections – (Action Item):* 1. Motion was made to form the Classified Elections Committee by V. Sacro. Seconded by S. Wilson. Motion carries: 12 Yes, 0 No, 0 Abstention.
2. S. Young to solicit four Classified members (volunteers) to participate via the Classified and Supervisory DL.
 | S. Young,  |

1. **Announcements and Open Comment**

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| **#** | **Item** |
| 1 | J. Griggs – Board of Trustees passed pay scale for NANCE employees in Child Development. Pay scale will be based on skills, experience, and education of employee. |
| 2 | V. Sacro – College-Wide Planning Summit is coming March 18, 2022. Please RSVP by March 11, 2022. |

1. **Adjournment**
* Meeting adjourned at 11:55 a.m.
1. **Next Scheduled Meeting**
* March 15, 2022 at 11:00 a.m.

**San Diego Miramar College 2020 – 2027 Strategic Goals**

1. **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
2. **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
3. **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships.
5. **Diversity, Equity, and Inclusion** - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

**ACCJC Accreditation Standards (Adopted June 2014)**

1. Mission, Academic Quality and Instructional Effectiveness, and Integrity.
2. Student Learning Programs and Support Services.
3. Resources.
4. Leadership and Governance.