**SAN DIEGO MIRAMAR COLLEGE**

 **CLASSIFIED SENATE MEETING MINUTES**

**DATE: September 6, 2022 TIME: 1:00PM – 2:30PM**

**LOCATION: Room L-108**

**Zoom:**  N/A

**Members**

Kurt Hill, Jeanette Moore (absent), Sandra Marquez, Arnice Neff (absent), Lynne Campbell, Jill Dela Cruz (absent), Calvin Le, Ryan Roper, Jill Griggs, Adam Vincej

**Guests**

Nessa Julian, Judy Patacsil, Patti Manley, Malia Kunst, Sean Young, Sam Shooshtary, Sharilyn Wilson

**Vacancies**

Treasurer, Senator-at-large, Senators B-E, I

1. **Call to Order –** The meeting was called to order at 1:07 pm.
2. **Approval of Agenda and Minutes**
3. Past Minutes from 2022: 06/02, 03/01, 03/15, 04/19, 04/19/2022 (Duplicate Set, resolve)
	1. **Wilson** made a motion to approve the 09/06 meeting agenda. Seconded by **Griggs**. There was no discussion. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
	2. **Wilson** noted that on the 03/15 minutes, Todd Williams’ name is spelled incorrectly. It was also decided the file title “csenminutes\_041922” is the correct version. The date at the top of the document needs to be changed from 05/03 to 04/19. There was a motion to approve the 06/02, 03/01, 03/15, and 04/19 minutes with the aforementioned changes. There were 6 yay votes, 0 nay votes, and 1 abstention. The motion carried.
	3. **Campbell** made a motion to approve the 08/16 meeting minutes. Seconded by **Shooshtary**. There was no discussion. There were 5 yay votes, 0 nay votes, and 2 abstentions. The motion carried.
4. **Additional Items/Comments Related to Agenda:**

**Hill** asked if there were objections to moving the guest reports to the top of the agenda. There were none.

1. **Old Business:**

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| **#** | **Item** | **Initiator** |
| 1 | **Prior academic year minutes** – All previous academic year minutes were approved.  | K. Hill/S. Young |

1. **New Business:**

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| **#** | **Item** | **Initiator** |
| 1 | **Exec Body Report –** General report outs: **Hill** noted that he will be adding some standard reports outs to the agenda.Dues Drive: **Marquez** reported that the dues drive did well and the monthly donations will help. She did not have an exact number but indicated we are on a good track. Brown Act status: **Hill** shared that he is continuing to work on clarifying if the Classified Senate is a Brown Act body or not. While the college was going through the CIA process, District’s legal director said the Senate was not a body bound by the Brown Act but has since changed that stance, indicating it is. The Classified Senate has elected to operate as such anyway but he will get clarification because it could help streamline things. Other items of interest (not requiring action): **Hill** shared that our focus, as classified professionals and a constituent body, should be on how we can make things better. He stated that everyone’s voice matters and he encouraged everyone to carry it forward so that he can do so in turn.  | K. Hill |
| 2 | **Senator Reports –** **Griggs** reported that she attended the facilities meeting. Renovations in the I building are being discussed. The college received a $2.5M grant for the Veteran’s Resource Center and subsequently the base for infrastructure updates (including internet). The committee has also asked for input on the college’s chemical plan. Another item of discussion was housing. A feasibility survey is being conducted to see if we need housing. The data collected will determine if/how that moves forward. There were no other senator reports.  | Senators |
| 3 | **Equity Subcommittee Report –** **Wilson** reported that the Equity Subcommittee will be meeting tomorrow at 10:00 am in K1-302. A notice went out to the campus accompanied by the agenda. All are welcome to attend. Items being discussed are the Equity plan and the subcommittees meeting calendar and goals for the year.  | S. Wilson |
| 4 | **Equity Plan Update – Patacsil** shared that her and **Julian** and here to provide an update on the Student Equity Plan and will provide updates in the future as well. The workgroups have reviewed the metrics and are drafting various section of the plan. The metrics are 1) Successful Enrollment 2) Persisted from Term to Term 3) Transfer Math & English 4) Transferred to a 4-year and 5) Vision Goal Completion. The State Chancellor’s Office wants the Student Equity Plan to focus on disproportionately impacted (DI) populations. Based on the data we received from the state, African American/Black and LatinX students are the most disproportionately impacted on our campus, specifically across all five metrics. She continued, through the work that has been done, six barriers have been identified; 1) Limited Resources 2) Lack of Quantitative and Qualitative Data 3) Lack of DI Representation in staffing 4) Limited, targeted professional development 5) Lack of Structure/Programs to support success and 6) Limited Materials/Curriculum/Programming. In terms of the timeline, the goal is to have a first draft by October 11th. The plan will be vetted through the constituencies for approval and will go to the Board of Trustees on November 10th. The plan is to be submitted to the State in NOVA by November 30th. **Julian** encouraged people to engage in the writing process and implementation. We do not want this plan to just “sit on the shelf.” We need structural changes to remove barriers for our students. We need to understand why they exist and make improvements. We need to build an equity lens into our Guided Pathways structure. **Julian** offered to share out the slide deck with more information. If there are any classified representatives that want to be involved, let **Patacsil** and **Julian** know. **Wilson** asked when the first read would be. **Julian** responded toward the end of this month.  | N. Julian/J. Patacsil |
| 5 | **Program Review & Outcomes Assessment (Standing Item) – Manley** shared we are changing our program review software from Task stream to Nuventive, a more user friendly software. There was a workgroup of 12 people comprised of classified professionals, administrators, instructional support, and faculty for input on it. There was also a trial/sandbox available to everyone at end of last semester. There is a meeting on September 14th to set up design phase and brining people up to date. Please share information and bring back ideas and feedback. **Manley** will be coming once a month for progress updates. She shared that there is also a guide coming out, which was created through a collaborative process and has been vetted. She noted that it is a work in progress. She continued that the program review process is going through revision and will be brought to each senate for review, feedback, approval. She shared that training will be provided for program review and outcomes assessment. She needs input on the training design and implementation. She explained that the VPs are okay with closing down offices for this training, if that is what works best. Lastly, she announced that she needs two classified committee members. The committee meets every other Monday from 3-4:30 pm via zoom.  | P. Manley |
| 7 | **Classified Senate Calendar –** **Hill** asked if all were okay with the meeting calendar. **Campbell** asked if it were possible to meet earlier than 1:00 pm. **Vincej** noted that he is off schedule at 2:00 pm. **Le** noted that he doesn’t start until 1:00 pm. **Hill** stated that no one should be using their personal time to attend this meeting. Managers/Supervisors should adjust your work accordingly since this is also part of it. He suggested that we keep the meetings at 1:00 pm for now and a poll be sent out to the classified senate body to see if there is a better time. **Griggs** made a motion to approve the meeting calendar as is with a poll to be sent out. Seconded by **Wilson**. The motion carried unanimously.  | K. Hill |
| 8 | **Classified Senate Vacancies, Fill –** **Marquez** volunteered as treasurer. **Hill** explained that we need to form an elections committee to formally fill the rolls of Treasurer, Secretary, and 2 Senator at Large positions. This committee is comprised of 3-4 people. He asked if there were any volunteers. **Vincej** and **Le** volunteered along with **Hill**.  | K. Hill |
| 9 | District Reorg – **Hill** reported that the District reorganization plan was approved at the August 25th Board meeting. **Kunst** noted EVC Dowd is retiring in April and the district is realigning duties amongst the Vice Chancellors. There will be a new Institutional Innovation and Effectiveness Division, along with a new Vice Chancellor position. There will also be a new Development and Entrepreneurship Division, along with a new Vice Chancellor position. **Kunst** will locate the presentation in BoardDocs and send out.  | K. Hill |
| 10 | Student Services Reorg – **Hill** shared that Student Services is going through a reorganization. **Kunst** noted that the changes include reclassifying the Associate Dean position into a Dean, deleting a vacation senior student services assistant and establishing an administrative assistant position, and redistributing areas of responsibilities amongst the Deans for work load balance. The District is covering the change is cost with GFU. It will be an 80/20 split with the latter being GFR. **Young** asked why it will an administrative assistant instead of an administrative technician. **Hill** responded that he will ask the President. This plan is scheduled to go to the Board on September 29th.  | K. Hill |
| 11 | **Informational Items –** Go2Knowledge: **Marquez** shared that this is a College-wide membership that we have had for the last two years. The membership includes live webinars on demand and 180 trainings on a wide variety of topics like mental health, student services, etc. for anyone that is interested. The membership costs about $4k and was paid out of the Classified Block grant previously. The current budget is $13k and is one-time money, which needs to be used. Hill asked how much the membership has been used. Marquez responded that she will asked for the information. **Hill** wants to make sure that we put this on the website and publicize it to make sure it accessible. **Hill** will put “Go2Knowledge” on the next meeting agenda for approval.  | C. Barnard |

 **Action Items:**

 **-Hill** will Bylaws review to next meeting agenda.

**-Kunst** will locate the presentation in BoardDocs and send out.

**-Hill** will put “Go2Knowledge” on the next meeting agenda for approval.

1. **Announcements and Open Comment** – **Hill** asked everyone to share out the information from todays meeting and encourage our colleagues to step up to fill the vacant positions.

1. **Adjournment** – **Marquez** made a motion to adjourn the meeting at 2:23 pm. Seconded by **Griggs**. There was no discussion. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
2. **Next Scheduled Meeting**September 20, 1:00 – 2:30 Room L-108