

# SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES



**DATE: 04/11/2023 TIME: 11:00 AM -12:00 PM, LOCATION: L-108**

## Members

Campbell, Lynne (absent)	De La Cruz, Jill (absent)	Griggs, Jill	Hill, Kurt	Kunst, Malia
Le, Calvin	Marquez, Sandra		Neff, Arnice	Platts, Cleon (absent)
Roper, Ryan	Shoostary, Sam (absent)	Vincej, Adam	Wilson, Sharilyn	

## Vacancies

Senator-at-large, Senator I

- A. **Call to Order** – The meeting was called to order at 11:05 am.
- B. **Approval of Agenda and Minutes** – The 3-21-23 meeting minutes were approved by consensus. The 4-11-23 meeting agenda was also approved by consensus.
- C. **Additional Items/Comments Related to Agenda** – There were no additional items or comments.
- D. **Old Business:**

#	Item	Initiator
1	Standing Item:  Equity Committee Update – There was no update.	Wilson
2	Bylaws Committee:  <b>Kunst</b> sent out an email, there was no response. She recommended pushing the review of the bylaws to summer. <u>There was consensus.</u>	Hill/Kunst
3	Calendar:  <b>Kunst</b> reported that she closed the poll and shared the results. The best time appeared to be the 1 <sup>st</sup> /3 <sup>rd</sup> Tuesdays from 10:30 am – 12:00 pm. <b>Vincej</b> confirmed that was okay for him. <b>Le</b> shared that he doesn't start until 11:30 am but felt that he could talk to Dean Woods about starting earlier. <b>Kunst</b> clarified that this meeting day/time would be for all of next year. There was a suggestion for 12:00 pm – 1:30 pm but this is typically people's lunch time. <b>Hill</b> recommended proceeding with the earlier time. <u>There was consensus.</u> <b>Kunst will draft a calendar and share with the senate.</b> She asked about this semester. <u>There was consensus to skip April 18<sup>th</sup>, meet on May 2<sup>nd</sup>, and hold May 16<sup>th</sup> as tentative with the meeting time remaining 1:00 pm – 2:30 pm.</u>	Shoostary/Kunst

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4	<p>Classified Block Grant:</p> <p><b>Marquez</b> reported that four requests came in to the PDC and two were approved. She asked <b>Hill</b> to resend the documentation for the last two requests. There should be about an \$8k remaining balance. <b>Neff</b> asked when the funds expire. <b>Marquez</b> responded that she wasn't sure. <b>Neff</b> asked if we could fully fund all four requests to spend down the money. <b>Marquez</b> responded that there is a \$1k limit through the PDC and a few have reached out to ask about the funds so there may be more requests coming. She would like to see the Classified Senate use some of these funds for a college-wide training (i.e. office 365). <b>Hill offered to talk to Maharaj.</b> <b>Neff</b> suggested building in events for classified week. <b>Kunst will confirm, with VP Bell, if/when funds expire; also offered to poke around Go 2 Knowledge or NISOD.</b> <b>Hill</b> suggested we use April 18<sup>th</sup> meeting time as an exec meeting.</p>	Marquez
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**E. New Business:**

#	Item	Initiator
1	<p>Exec Body Reports:</p> <p><b>Hill</b> shared that he is exploring ways to manage time and duties. He has noticed that managers are getting away from using the term "volunteer." <b>Marquez</b> felt that it was not all managers/supervisors. <b>Hill can suggest a message/language to Lundburg.</b> <b>Kunst will resurrect conversation about supervisors with Executive Cabinet and find way to fold them into leadership.</b> Supervisors are kind of this in-between, they aren't included at PC and are encompassed in the Classified. <b>Hill</b> shared that we are moving to 4/10s, over the summer. This year, we can also do a day remote; a current ergo form on file is needed. He is still hoping decisions about remote work can be more local (departmental level) with less red-tape/overhead. <b>Neff</b> pointed out that there are issues with the approval process; it gets lost. <b>Roper</b> had the opposite experience; receiving a denial email within minutes of submission. <b>Hill</b> shared that he is still advocating for more local control, but we'll see. <b>Kunst</b> felt that managers need to check their bias at the door regarding remote work; it should not be whether or not they like it, it should be if it works for the department and the employee. She asked, as a body, if there was something we could do; like a "best practices for working remotely" workshop. <b>Hill</b> reminded everyone that we are a channel for that voice; talk to your people, ask them what can we do.</p> <p><b>Roper</b>, pointed out, on the classified senate webpage, areas of responsibility is celebrating its 7<sup>th</sup> birthday. We need to identify people who are not being spoken too (senators and areas). <b>Wilson will send latest version and share</b></p>	Exec Body

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	<p>with everyone. Hill will upload to website. Send any recommendations on restructuring senator areas to Hill/body. Roper asked about a/the classified handbook. Kunst asked if it was the SPAA handbook or AFT handbook. We could link to the District page. Hill asked Roper to send him what he is referring to.</p> <p>Hill’s PSA: we need a secretary.</p> <p>Marquez shared that planning, for the year-end event, is underway and the fun committee is trying to get money from other sources so we don’t exhaust current funds. Hill asked about the t-shirts. Kunst reported that we have 4 smalls and 4 2XLs on hand and an order for 3 more. Marquez shared that Sampaga was working on a restaurant fundraiser. There was a suggestion for a new restaurant, the Lazy Dog. Kunst is asking the President’s office for \$3,400-\$3,500, for this event, and possibility/exploration of a set budget/line item in the future.</p>	
2	<p>Senator Reports:</p> <p>There were no senator reports.</p>	Senators
3	<p>Review of ISER (2<sup>nd</sup> read):</p> <p>There were no questions. Roper made a motion to approve the ISER. Seconded by Griggs. <u>The motion carried unanimously.</u></p>	Miramontez
4	<p>Form elections committee:</p> <p>Wilson reported that in April we are collecting nominations and in May we will run actual elections. The new people will be taking positions July 1. If you are planning on running, you can’t be on the committee. She will put out a call to body at large. Wilson, Griggs, and Vincej are interested; Neff is a maybe.</p>	Wilson

**F. Announcements and Open Comment**

- a. Scholarship Awards Ceremony, Wednesday, April 12<sup>th</sup> from 2:00 pm – 4:00 pm in L-105.
- b. Instructional Services Open forum, Wednesday, April 19<sup>th</sup> from 12:30 pm – 1:30 pm in M-108 and on Zoom.
- c. Signing Day, Thursday, April 13<sup>th</sup> at 5:30 pm in L-105.

**G. Adjournment – The meeting adjourned at 11:59 am.**

**H. Next Scheduled Meetings**

**April 18, 2023 1:00 – 2:30 – Exec Body meeting**

(First and Third Tuesdays 1:00 – 2:30)

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## 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.