**Officers and Senators**

Lynne Campbell, Malia Kunst, Calvin Le **(absent)**, Sandra Marquez **(absent)**, Arnice Neff **(absent)**, Cleon Platts **(absent)**, Carol Sampaga, Adam Vincej, Elizabeth Whitsett, Sharilyn Wilson **(absent)**, Sean Young

Guests: Maribel Flores

**Vacancies**

Senator at large, Senator A, Senator D, Senator F, Senator H, Senator I, Senator J

1. **Call to Order** – The meeting was called to order at 10:36 am.
2. **Approval of Agenda and Minutes**
   * Approval of 2024-05-07 CSEN agenda – approved by consensus.
   * Approval of 2024-03-19 CSEN minutes – N/A; **Kunst** follow up on status.
   * Approval of 2024-04-16 CSEN minutes – N/A; **Kunst** follow up on status.
3. **Additional Items/Comments Related to Agenda/Committee Reports:**
   * **Sampaga** reported that the Enrollment Management Committee met and reviewed their membership, purpose, and charge. The committee has submitted a change request to modify the membership and the meeting frequency.
   * **Kunst** reported, from College Council, that President Lundburg shared that we are hosting the May 7th Chancellor’s Cabinet meeting on campus to allow Cabinet members to attend the Honors Celebration. He shared that the budget looks positive but we won’t know more until after the Governor’s May Revise on May 14th. Additionally, he has received feedback on the anonymous screening pilot and will be following up with HR on the following 1) HR needs to screen for minimum quals/clarify the process for equivalency (deans will create a template) 2) Priority of Assignment list is not always updated and this should be the responsibility of the dean/chair 3) dates have been pushed back due to redaction time 4) review dropdown menu options 5) consistency in receiving resume and CV 6) contacting previous employer question box and 6) committee is a part of creating the job posting. **Kunst** also shared that there will be no drop for non-payment for summer. The date will be pushed back as much as possible for fall. Lastly, she shared that there are a ton of year-end events coming up and encouraged folks to attend, where/when they could.
   * **Kunst** reported that DGC is continuing to review Board Policies and Procedures.
   * **Kunst** reported that our Instruction re-org was approved at the April Board meeting, along with the addition of three new sports. We will gain a new dean and three new classified positions.
4. **Old Business:**

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| **#** | **Item** | **Initiator** |
| 1 | Fundraiser Update  **Sampaga** reported that we earned $157.88 from the Kebob shop fundraiser. She also reported that we did not make the threshold/benchmark of $150 for the Chipotle fundraiser. Overall, this was relatively easy to set up and can do so again in the future. **Kunst** noted that the 4 – 8pm timeslot for Chipotle may have been a factor. | Sampaga |
| 2 | Formation of Elections Committee  Attachment: [Elections Procedure Recommendation 5-3-24](https://sdmiramar.edu/sites/default/files/2024-05/miramar_college_elections_procedures_recommendation_5-3-24.docx); [Executive Officers and Senators](https://sdmiramar.edu/sites/default/files/2024-05/2024-2025_miramar_classified_senate_-_executive_officers_and_senators.docx)  **Kunst** reviewed the list of Executive Officers and Senators document, included with the agenda. She sent the terms to officers and senators for review of any discrepancies noting there were none. This leaves the President, Treasurer, and one Senator at Large position as vacant. From the old area senators, only Whitsett’s term continues, so she will take the “Senator #1” position. This leaves Senators #2, #3, #4, and #5 as vacant. Next, **Kunst** reviewed the elections procedure document with recommended changes to align with the revised bylaws. **Young** asked if including the old areas would cause confusion and recommended taking it out of both documents. After some discussion, there was consensus to remove the old areas and create an addendum document which lists the campus areas. The campus areas will need to be cleaned up to align with our current organization structure. The elections process document will be formally approved at the next meeting. **Sampaga** will spearhead the elections process. **Campbell** will assist. | Kunst |
| 3 | Convocation & Jets Jump Start Planning  **Kunst** provided an update on Fall Convocation and Jets Jump Start. The save the date went out: Thursday, August 15th from 9:00 am to 2:00 pm. The Convocation program will be about 1.5 hours, with Jets Jump Start to follow. She shared that offices that can close on this day, should close on this day; recognizing that some of the offices in Student Services may not be able to as they still need to serve students. **Sampaga** asked for clarity on this; some folks are still saying that their manager/supervisor did not allow their office to close. **Kunst** responded that she will re-emphasize this everywhere she can. Additionally, she is coordinating with Laura Gonzalez and Laura Pecenco on a Professional Development Day on Friday, August 16th. The plan is to offer a menu of options for standard/core trainings (i.e. SafeZone, undocu-ally, etc.). | Kunst |

1. **New Business**

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| **#** | **Item** | **Initiator** |
| 1 | Miramar Annual Planning Calendar-Cycle 2024-2025  Attachment: [Draft Planning Calendar-Cycle](https://sdmiramar.edu/sites/default/files/2024-05/miramar_annual_planning_calendar-cycle_2024-2025_pierc_recommendation_04.12.24.pdf)  **Kunst** shared the draft annual planning calendar-cycle for 2024-2025. She explained that this is an annual and routine item, which outlines our program review process. The changes to the document are in red and changes are mostly the dates and to areas/offices to reflect reorganizational changes. She noted the September 13th date, which is the deadline for new resource requests. As of right now, we are anticipating receiving new resources for the 2024-2025 fiscal year and emphasized the importance of accurately documenting the need for new resources in the program review process. There was some discussion on the program review process and staffing, but overall, there were no comments, questions, or concerns on the planning calendar-cycle. | Kunst |
| 2 | Classified Professionals Week (May 20th – 24th)  **Kunst** shared that Classified Professionals week is the third week in May. This is designated by the State and the Board approves a proclamation each year, designating the applicable week. This year, CP week is May 19th – 25th. She asked if we wanted to plan something for this week. She noted that our Classified Services Awards and Year-end fundraiser are the following week, on May 29th, and we are not required to do anything additional. **Whitsett** asked how it would be funded. **Kunst** responded that the Classified Senate would have to cover the costs. The consensus was not to plan an additional event, since the service awards and carnival are the following week. | Kunst |
| 3 | Year-end Carnival Planning Update & Budget  Attachment: [Budget as of 4-30-24](https://sdmiramar.edu/sites/default/files/2024-05/budget.xlsx)  **Kunst** provided an update on planning. She has submitted the AV requests, modified the layouts (which she will send to Campbell), and has confirmed Beachin’ Boba (need to cut a check). She is still waiting on a menu/quote from Food Services/Company Kitchen. She will follow up with them again. She shared that we have received the service awards; recipients and their supervisors have been notified and a save the date went out to the campus. She reviewed the budget, included with the agenda. This includes the balance in our bank account, pending income, and estimated expenses for the carnival. She recommended a budget of $5,255. She felt confident that we would be able to effectively raise enough funds for next year. There were no concerns raised on the proposed budget. **Campbell** asked when the Fun Committee would meet next. **Kunst** responded that she will set up a meeting to go over day of roles and responsibilities. **Vincej** asked if we will be doing a raffle or a giveaway. **Kunst** responded that we could pull off an opportunity drawing or raffle, if we limit the number. Last year, we gave out “prizes” to everyone and it was a lot to manage. | Kunst |

1. **Review of Action Items**

**Kunst** will follow up on the status of meeting minutes.

The elections process will be approved at the next meeting (carry forward under old business).

**Sampaga** will spearhead the elections process. Campbell will assist.

**Kunst** will re-emphasize, everywhere she can, that offices will be closed on Thursday, August 15th for Fall Convocation and Jets Jump Start.

**Kunst** will set up a meeting for the Fun Committee to go over day of roles and responsibilities.

1. **Announcements and Open Comment**

**Vincej** shared that there is a going away reception for Jill Griggs on May 9th.

**Kunst** shared that she will not be at the next meeting and **Sampaga** will chair the meeting on her behalf.

1. **Adjournment** – The meeting adjourned at 11:32 am.
2. **Next Scheduled Meeting**

Tuesday, May 21, 2024, from 10:30 am – 12:00 pm, L-108

**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.