

**SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING AGENDA**

**DATE: Tuesday, September 3rd, 2024**

**TIME: 10:30 am – 12:00 pm LOCATION: L-108/Zoom**

[**2024 – 2025 Meeting Calendar**](https://sdmiramar.edu/sites/default/files/2024-07/final_2024-2025_csen_calendar.pdf)

**Officers and Senators**

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| Classified Senate President | Malia Kunst | 2024 – 2026 |
| Classified Senate Vice President | Carol Sampaga | 2023 – 2025 |
| Classified Senate Secretary | Sandra Marquez **(absent)** | 2023 – 2025 |
| Classified Senate Treasurer | Meredith McGill | 2024 – 2026 |
| Classified Senate Senator at-Large | Lynne Campbell | 2023 – 2025 |
| Classified Senate Senator at-Large | Bill Pacheco **(absent)** | 2024 – 2026 |
| Classified Senate Senator at-Large | **Vacant** | 2023 – 2025 |
| Classified Senate Area Senator (1) | Elizabeth Whitsett **(proxy: Michelle Pasag)** | 2023 – 2025 |
| Classified Senate Area Senator (2) | Adrian Acain | 2024 – 2026 |
| Classified Senate Area Senator (3) | Adam Vincej | 2024 – 2026 |
| Classified Senate Area Senator (4) | Rachel Halligan | 2024 – 2026 |
| Classified Senate Area Senator (5) | Arnice Neff | 2024 – 2026 |

**Guests:** Patti Manley, Steven Slatten, (BTCWI NANCe, forgot name)

**Vacancies**

Senator at-Large

1. **Call to Order**

The meeting was called to order at 10:33 am.

1. **Approval of Agenda and Minutes**
   * Approval of 2024-09-03 CSEN agenda – **Campbell** made a motion to approve the 9-3-24 agenda. Seconded by **Neff**. There was no discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
   * Approval of 2024-04-16 CSEN minutes – **Kunst** will follow up on status.
   * Approval of 2024-05-21 CSEN minutes – **Kunst** will follow up on status.
2. **Public Comment –** Donnie Tran provided information on the Academic Success Center’s Fall 2024 hours and available services. Check out the [ASC’s webpage](https://sdmiramar.edu/services/asc) for additional details.
3. **Committee Reports/Other:** 
   * District Committees – Kunst
     + Board of Trustees – **Kunst** shared, at the last Board meeting, Miramar had three items approved, including an NSF Grant for Auto, ETi funds for the Miramar Naval Brig, and a Director position for Promise and Outreach. We are currently recruiting for an Acting Director of Promise and Outreach.
     + District Governance Council – **Kunst** shared that DGC discussed “Recorded Meetings and AI Recorded Meetings” at the last meeting. She anticipates that this will be a point of discussion moving forward. She encouraged everyone to give this some thought since many of use AI software to help with minutes and note-taking in our roles. She also noted that it is important to check the settings on these tools; you can enable/disable certain features. District HR will research if there are examples of policies or procedures from other colleges in the state.
     + District Budget Planning and Development Council – **Kunst** shared that the Budget Development Process Manual was reviewed at the last meeting. The next meeting is tomorrow, September 4th from 1:00 pm – 2:00 pm at City College.
     + District Strategic Planning Committee – **Kunst** shared that the next meeting is Thursday, September 12th from 9:00 am – 10:30 am via Zoom.
   * College Council – Kunst/Sampaga
     + **Kunst** shared that the single sign-on issue was discussed at Chancellor’s Cabinet. This is anticipated to be a reoccurring issue each semester, especially with new students. One idea shared to address this is hiring student workers to assist and/or training current NANCe employees. If there are other ideas, send to her and she will share with President Lundburg. She shared information about “Employee Residency.” All employees must be current California residents; address in PeopleSoft must be up to date. She reported that AP 7211 – Equivalency and Minimum Quals for faculty will be going to DGC soon. She encouraged everyone to look at this policy and send her feedback. She also shared that discussions are taking place regarding “Election Related Disruptions.” We typically host voting ballots on campus and, in an abundance of caution, we are preparing appropriate safety measures. Lastly, she shared that enrollment is good. Last week, we were up 29% in headcount compared to the previous year but with the fraudulent students, we are sitting at about 9%. This is still good; we are trending upwards. Keep up the good work!
   * Others – There were no other reports.
4. **Old Business:**

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| **#** | **Item** | **Initiator** |
| 1 | 2024-2027 PROA Functional Plan  Attachment: [PROA Functional Plan 2024-2027](https://sdmiramar.edu/sites/default/files/2024-05/2024-2027_proa_functional_plan_proasc_recommendation_04.15.24__0.pdf)  **Manley** shared a high-level overview of the Program Review and Outcomes Assessment Functional Plan for 2024 – 2027. Kunst reminded everyone that this item was on our last agenda of the spring semester. She asked if this should be a first or second read. There was consensus that this will serve as a first read and will come back for a second ready and final approval. All should review and bring forward any feedback/input. | Kunst/ |

1. **New Business**

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| **#** | **Item** | **Initiator** |
| 1 | Ratification of Election Results   * President – Malia Kunst * Treasurer – Meredith McGill * Senator at-Large – Bill Pacheco * Senators – Adrian Acain, Adam Vincej, Rachel Halligan, Arnice Neff   **Kunst** shared that these are the results of the Classified Senate Elections that concluded over the summer. The results are here to be ratified. **Neff** made a motion to approve the 2024 Classified Senate Election Results, as presented on the agenda. Seconded by **Campbell**. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | Sampaga |
| 2 | Senator at-Large Vacancy  **Kunst** and **Sampaga** shared that there is a vacancy for a Senator -at-Large role. Young has resigned. They asked if we want to have a special election this fall or if we want to leave it vacant until our elections in the spring. Consensus was to do a special election this fall. | Kunst/  Sampaga |
| 3 | Shared Governance Committees Update  **Sampaga** shared that she has been slowly making appointments to shared governance committees. **Kunst** shared the [PG Vacancy Report](https://sdmiramar.edu/sites/default/files/2024-09/pg_vacancy_report_for_csen_for_fall_2024_as_of_9.3.24.pdf). **Sampaga** noted that it is nice to see the committees starting to fill up but we still have a long way to go. Corrections made: Sampaga added to EMC, Instruction At-Large spot added to SSC (mistakenly left off), and Pasag added to Technology. **Kunst** explained that Whitsett and King are splitting a spot on PDC due to their 9/80 work schedules. She also explained why Teprasueth is in “BTCWI” spot on Facilities because Le was serving as MBEPS designee. We could switch those, but Bell likes having someone from the sciences on this committee. **Halligan** will check with ILTs on this spot and report back. | Sampaga |
| 4 | Installation of Sam’s Brick in Leave a Legacy Plaza  **Kunst** shared that Sam’s brick is ready (and paid for). She asked what we would like to do for the installation. **Vincej** shared that the water fountain is under maintenance right now to fix a leak. He can bring this to the Facilities committee, to prioritize it, so we can plan the unveiling. **Kunst** suggested having the unveiling just before our next meeting (September 17th). All liked this idea. | Kunst |
| 5 | Debrief on Convocation/JJS/First Two Weeks  **Kunst** asked for feedback on Convocation, Jets Jump Start, and the first two weeks of classes. Most shared that they liked the format of Convocation (it was shorter, offices have permission to close, more classified professionals can attend). Most liked that Jets Jump Start was on the same day. Besides the single sign-on issues, the first two weeks went well. **Sampaga** asked when or if we were going to see the results from the Convocation Day lead-up activity. **Kunst** responded yes, in time, the managers are reviewing it. This will most likely be brought to school/department meetings as well. | Kunst/  Sampaga |
| 6 | Professional Development Day Outcomes  **Kunst** shared that there were about 10-12 sessions hosted on Professional Development Day (August 16th) and each session had about 4-15 people in attendance. This was our first go and we welcome any feedback. **Neff** shared that she felt the sessions were faculty focused. **Kunst** responded yes, because that’s generally who WANTS to host a session. She has found that if we want to host a session geared towards classified professionals, it usually involves identifying a speaker/presenter and there is usually a cost associated with it. We should encourage and empower our classified professionals to see themselves as subject matter experts and host a session. Possible topics: effective time management, tips and tricks, etc. | Kunst/  Sampaga |
| 7 | Community Day (September 13th) – Opportunity Drawing Donation  **Kunst** shared that Community Day is on Friday, September 13th from 10:00 am – 1:00 pm on Compass Point. This will be a fun day with lots of activities focused on building community. We are planning to do opportunity drawings and are looking for donations. She shared that, so far, $200 of pledged donations received. The Classified Senate was asked if we wanted to donate money, gift cards, swag, etc. **Neff** shared that she can donate two water bottles from Career Services. **Acain** shared that he can donate some Athletic Swag. | Kunst |
| 8 | Invest in Success (October 26th)  **Kunst** shared that the Miramar College Foundation’s annual fundraiser, Invest in Success, is on Saturday, October 26th from 4:00 pm – 8:00 pm at Bali Hai. Last year, we purchased two tickets for classified professionals to attend. She asked if we wanted to do that again and if anyone is interested in attending to let her know. **Neff** added that she attended last year and it was a really nice and fun event. This item will be carried forward. | Kunst |
| 9 | On-Campus Board of Trustees Workgroup  **Kunst** shared that she is looking for two classified professionals to appoint to this workgroup. She usually leads this workgroup, so she would like two OTHER people, but if needed, she can be one of the seats. The deadline to provide names is end of September. She will send a doodle poll to those appointed to determine meeting dates/times. Modality is usually by Zoom. She anticipates meeting about 8-10 times from October to February. If anyone is interested, please let **Kunst** know. This item will be carried forward. | Kunst |
| 10 | Classified Block Grant – remaining balance $1,041  **Kunst** shared that this is an informational item; we have $1,041 remaining in the Classified Block Grant. We would’ve used all the fund last year; however, a few requests did not pan out. She suggested two $500 allocations or giving the full amount to the next request. This would depend on the number of requests. **Pasag** asked how many classified professionals have the opportunity to travel. **Kunst** responded quite a few; some opportunities are directly related to their roles but there are other opportunities like APAHE, NCORE, etc. **Neff** added that she attends CCCOAE and has utilized this funding source. | Kunst |
| 11 | DEIA Institute (Irvine, CA) September 25th – 27th – Classified Representative  **Kunst** shared that the California State Chancellor’s Office is offering a DEIA Institute in Irvine, CA, September 25th – 27th. She has reserved a spot for a classified professional, however, she is unable to attend due to a prior commitment. This travel can be partially supported by the remaining classified block grant funds, if desired. Dean Julian has also set a side funds from the SEAP budget. If you are available and interested in attending, please let **Kunst** know ASAP. | Kunst |
| 12 | Fundraising Updates  **Neff** shared that the September “FUN”DRAISER, Cash for Carnival has launched. People are encouraged to sign up for a date and then donate that amount. We will also be doing weekly drawings/giveaways. If you donate in that week, you will be automatically entered into that week’s drawing. If someone donates on a “bonus day” they will get two times the entries. The goal is to fill up the calendar with names and also raise more money than we did last year to support our year-end carnival. **Campbell** suggested making the QR code larger. **Sampaga** shared that her goal is to coordinate six restaurant fundraisers this academic year. She will try to line these up on/around payday. This provides another way for folks to donate. **Kunst** shared that her and **Acain** discussed picking a game for one of our sports teams and attending to show support. Another idea was to do a mini tournament with employees and athletes. We could turn this into a fundraiser. Other ideas included a pep rally, adding a college-hour theme, and wearing college sports jerseys for promotion and awareness. | Kunst/  Sampaga/  Neff |
| 13 | Date for Classified Awards Ceremony & Carnival (currently, May 21, 2025)  **Kunst** shared that the current date is for the Classified Awards Ceremony and Carnival is Wednesday, May 21st, 2025. Some have expressed concerns about how soon after Commencement this is and that most classified professionals are still serving students during finals week. She asked if we want to try and change this date to the first week of June. There was consensus. **Kunst** will follow up with the Chancellor’s Office. | Kunst |
| 14 | 32 Hour Work Week Status  **Kunst** thanked **Neff** for brining this topic up. She reached out to Yvonne Schmeltz for an update, which is below:  “We are still in negotiations and working on it. Commitment cards will begin to be circulated in the next few days. Put up your 32 hours signs, in your office, on your car dashboards, etc. She is happy to answer individual questions if anyone wants to email her: [aftyvonne@gmail.com](mailto:aftyvonne@gmail.com). Save the Date: Get to know your AFT Contract and Contacts, September 19th (tentative date, location TBA) from 11:30 am – 1:00 pm at Miramar. Be on the lookout for emails!” | Neff/Kunst |

1. **Review of Action Items**

**Kunst** will follow up on outstanding minutes.

**All** will review PROA Functional Plan and provide any input/feedback at the next meeting.

**Halligan** will ask ILTs about MBEPS spot on Facilities Committee.

**All** will let **Kunst** know if they are interested in attending Invest in Success.

**All** will let **Kunst** know if they are interested in the On-Campus Board of Trustees Meeting Workgroup.

**All** will let **Kunst** know if they are interested in attending the DEIA Institute (9/25 – 9/27).

**Kunst** will follow up with Chancellor’s Office on Classified Awards Ceremony & Carnival Date.

1. **Announcements**

Community Day – Friday, September 13th from 10:00 am – 1:00 pm on Compass Point.

1. **Adjournment**
2. **Next Scheduled Meeting**

Tuesday, September 17th, 2024, from 10:30 am – 12:00 pm, L-108/Zoom