

SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES



DATE: Tuesday, September 3rd, 2024
TIME: 10:30 am – 12:00 pm LOCATION:
L-108/Zoom
[2024 – 2025 Meeting Calendar](#)

Officers and Senators

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

A. Call to Order

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

B. 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.**

C. Public Comment – Donnie Tran provided information on the Academic Success Center’s Fall 2024 hours and available services. Check out the [ASC’s webpage](#) for additional details.

D. 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.

E. Old Business:

#	Item	Initiator
1	2024-2027 PROA Functional Plan Attachment: PROA Functional Plan 2024-2027 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/

F. New Business

#	Item	Initiator
1	Ratification of Election Results <ul style="list-style-type: none"> • 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. <u>The motion carried.</u>	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 . 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	<p>Installation of Sam's Brick in Leave a Legacy Plaza</p> <p>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.</p>	Kunst
5	<p>Debrief on Convocation/JJS/First Two Weeks</p> <p>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.</p>	Kunst/ Sampaga
6	<p>Professional Development Day Outcomes</p> <p>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.</p>	Kunst/ Sampaga
7	<p>Community Day (September 13th) – Opportunity Drawing Donation</p> <p>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.</p>	Kunst
8	<p>Invest in Success (October 26th)</p> <p>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.</p>	Kunst
9	<p>On-Campus Board of Trustees Workgroup</p> <p>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.</p>	Kunst
10	<p>Classified Block Grant – remaining balance \$1,041</p> <p>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 CCOAE and has utilized this funding source.</p>	Kunst
11	<p>DEIA Institute (Irvine, CA) September 25th – 27th – Classified Representative</p> <p>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.</p>	Kunst

	If you are available and interested in attending, please let Kunst know ASAP.	
12	<p>Fundraising Updates</p> <p>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.</p>	Kunst/ Sampaga/ Neff
13	<p>Date for Classified Awards Ceremony & Carnival (currently, May 21, 2025)</p> <p>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.</p>	Kunst
14	<p>32 Hour Work Week Status</p> <p>Kunst thanked Neff for brining this topic up. She reached out to Yvonne Schmeltz for an update, which is below:</p> <p>“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. 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!”</p>	Neff/Kunst

G. 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.

H. Announcements

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

I. Adjournment

J. Next Scheduled Meeting

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