

SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES



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

Officers and Senators

Classified Senate President	Malia Kunst	2024 – 2026
Classified Senate Vice President	Carol Sampaga	2023 – 2025
Classified Senate Secretary	Sandra Marquez (proxy: Kunst)	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	2024 – 2026
Classified Senate Senator at-Large	Vacant	2023 – 2025
Classified Senate Area Senator (1)	Elizabeth Whitsett	2023 – 2025
Classified Senate Area Senator (2)	Adrian Acaín	2024 – 2026
Classified Senate Area Senator (3)	Adam Vincej (proxy: Campbell)	2024 – 2026
Classified Senate Area Senator (4)	Rachel Halligan	2024 – 2026
Classified Senate Area Senator (5)	Arnice Neff	2024 – 2026

Vacancies

Senator at-Large

A. Call to Order – The meeting was called to order at 10:31 am.

B. Approval of Agenda and Minutes

- Approval of 2024-09-17 CSEN agenda – **McGill** made a motion to approve the 9-17-24 meeting agenda. Seconded by **Campbell**. There was no discussion. There were 12 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- Approval of 2024-04-16 CSEN minutes
- Approval of 2024-05-21 CSEN minutes
- Approval of [2024-09-03 CSEN Minutes](#) – **Campbell** made a motion to approve the 9-3-24 meeting minutes. Seconded by **McGill**. There was no discussion. There were 10 yay votes, 0 nay votes, and 2 abstentions. The motion carried.

C. Public Comment – There was no public comment.

D. Committee Reports/Other:

- District Committees – **Kunst**
 - District Governance Council – DGC met on September 4 and reviewed the 9/12 draft Board meeting agenda, first read of Title IX Board policy, Promise Giving Day is October 29th, there was a Budget PowerPoint presentation, technology update (oracle database updated, next update 10/18 – 10/20), Student Housing Update, and a Bond Update. The next meeting is October 2nd at Mesa College.
 - District Budget Planning and Development Council – DBPDC met on September 4 and reviewed the draft Campus Allocation Model (CAM) and Budget Allocation Model (BAM), there was a Budget PowerPoint Presentation (same one as DGC), and reviewed objectives for this year. The next meeting is October 2nd at Mesa College.
 - District Strategic Planning Committee – DSPC met on September 12 and all Deans of Institutional Effectiveness (IE) presented their College’s Strategic Planning processes, which will help inform the District’s Strategic Planning process. The next meeting is November 18th via Zoom.
 - Board of Trustees – The Board met on September 12. There was a second

read/approval of BP 2100 – District Mission and a first read of BP 6500 – Property Management. There was a public hearing on the proposed budget which was subsequently adopted. Miramar items included accept, budget and spend money in 2024 -2025 for the DHSI STEM Exito grant and Job Placement Case Management Activities under the Strong Workforce Program. Additionally, the Board approved adding “Pre-Bond Planning Activities” to the Facilities Master Needs lists, which will make the expenses eligible for bond funding. Lastly, there was a presentation on “Enhancing Student Access and Equity Through Accessible Online Learning.” The next meeting is a Study Session on September 16 and the topic is Student Housing.

- College Council – **Kunst/Sampaga**
 - CC met on September 10 and Lundburg shared that the FASFA issues have been resolved at the federal level. The District is working on getting money out to our students. The first disbursement went out on Friday, 9/6. Enrollment is good. Productivity is up districtwide; Miramar is at 15.0. The Restorative Practices proposal will come forward soon from Laura Pecenco and Jeanette Moore. The Website Advisory Committee met on September 4th and is working to create a charter. Student Profiles are up on the webpage and banners are up around Compass Point. The home pages will switch from an “Enrollment” focus to a “Student Services” focus. There is a new on-page link checker for broken links. Please check the webpages you manage. Feedback can be sent to Bill T. Smith. Also discussed developing a feedback mechanism for Anonymous Screening Searches for this year and how we can hear reports from governance committees.
- Student Success Committee – **Kunst/Sampaga**
 - SSC met on September 11 and this was the first meeting of a new committee. We reviewed the purpose/charge and proposed meeting calendar (2nd and 4th Wednesdays from 3:00 pm – 4:30 pm). Co-chairs will be elected at the next meeting. The committee identified the need to define “Student Success.” The homework for committee members: What should be a priority for this committee? This launched a discussion on technology and the single sign-on issues from the start of the semester: Why? Was this something we could’ve addressed earlier? What is being done to decrease the number of helpdesk tickets? Over-communication with students? Timing, and rolling things out in the summer usually have issues, so we need a better communication campaign. Have grace, but need more support from the District. We need a long-term solution that does not put more work on classified professionals. QR codes with FAQ sheet/directions. Mindful of less tech-savvy students. Training. **Kunst will bring this to the SSC. The next meeting is September 25th.**
- Others
 - M&O – **Campbell** shared this is a large group. At the first meeting, Booth requested help to promote the Audio Technology program. Update on Financial Aid. Nguyen – new CRM; JJS had 300 students. KUSI marketing.
 - IDEA – **Pacheco** shared there was a recent retreat, really great (Veba Resource Center, Classified Senate Retreat? Free childcare), topics included: hiring and recruitment, concern with EEO representation in the District – how do we address this? Potentially a “draft” of sorts (requiring folks to serve in this capacity at least once) or randomized selection process; folks from other campuses? **Neff** made a motion to add this as a topic to the next agenda. Seconded by **McGill**. There were 12 yay votes, 0 nay votes, and 0 abstentions. **The motion carried. Kunst will add to the next agenda for further discussion.** **Pacheco** continued his report. There was discussion on how we advance Strategic Goal 5, program review, general outreach, and upcoming events.

E. Old Business:

#	Item	Initiator
1	2024-2027 PROA Functional Plan (second read) Attachment: PROA Functional Plan 2024-2027 Pacheco: DEI and Goal #5 applies to every department and division across the campus (on the record). Kunst asked if we want to approve today or see the document with the changes and approve at the next meeting. The consensus was to approve at next meeting with changes. Kunst will carry this forward to the next agenda and ensure we have the updated document.	Kunst
2	Shared Governance Committees Update Sampaga shared recently made appointments. After some discussion, there was consensus for Kunst to put another call out and highlight PIER and PROA. Pacheco recommended suggesting a 30 second video to Dean Miramontez. Neff suggested adding “Go crash a committee to see what its about!” in the call out. Kunst will add to next agenda: Defining “Equity and Classified Professional Development.”	Sampaga
3	Installation of Sam’s Brick in Leave a Legacy Plaza Kunst shared that she was unable to set up the installation ceremony for today, due to her schedule. Now that Community day is over, she has more time and will follow up. She will check with facilities to see when the fountain will be done and go from there.	Kunst
4	Invest in Success (October 26 th) Kunst shared a reminder to let her know if you are interested in attending this event. Last year, we sponsored two classified professionals to attend.	Kunst
5	On-Campus Board of Trustees Workgroup Kunst shared a reminder for the On-Campus Board of Trustees Presentation Workgroup. She is looking for two classified professionals. Appointments need to be made by the end of September. Once all members of the workgroup are identified, she will send a doodle poll out for when to meet, but plan on 4-6 one-hour meetings this semester (via zoom) and a check-in meeting and rehearsal in the spring. Tentative Board meeting date: March 13 th , 2025.	Kunst
6	Date for Classified Awards Ceremony & Carnival (currently, May 21, 2025) Kunst shared that she was able to change the date from May 21, 2025 to June 4, 2025. As a reminder, we felt that May 21 was too soon after Commencement. Neff will put a call out to the campus to join the Fun Committee.	Kunst

F. New Business

#	Item	Initiator
1	Special Elections Committee (Senator at-Large Vacancy) Sampaga will do call out for those who want to serve on elections committee and will prepare nominations form.	Sampaga
2	Cash for Carnival - September 2024 "FUN"DRAISER Neff shared that it is the start of week 3. So far, we have raised \$319. Lezlie Allen won the week 1 raffle and Malia Kunst won week 2. She will be sending out an update today. Last year we raised \$555 dollars, hoping to beat that this year! There will be a month-wide raffle at the end. Encourage folks to donate! All proceeds go to support the year end Classified Senate Carnival.	Neff
3	BP & AP 3433.1 – Prohibition of Sex Discrimination under Title IX Attachment: BP/AP Chpt 3433.1 DGC Packet Kunst shared that Board Policy and Administrative Policy 3433.1 – Prohibition of Sex Discrimination under Title IX went to District Governance Council for a first read. There was not much of a “first read.” Chancellor Smith explained that these changes are being brought forward to remain in compliance with the changes in law, however, they may need to change again. If they do need to change again, it will come back.	Kunst
4	Recorded Meetings and AI Recorded Meetings Kunst shared that this was brought up at DGC. HR is researching other institutions policies on this topic. Best practice is to check the settings when enabling AI features and to always ask for	Kunst

	permission to record a meeting at the start. Kunst will carry this item forward to allow more time for discussion. Kunst will also add the "Brown Act" to next agenda.	
5	Budgeting Process Workgroup Kunst shared a reminder to join the cross-constituency Budgeting Process Workgroup. If you are interested, let her know.	Kunst

G. Review of Action Items

- Neff: Add 32-hour work week to next agenda
- Neff: Add CAM (check if I can share); announced at BRDS

H. Announcements

- Latinx Heritage Month events going on
- Equity Summit is October 4th – Don't forget to RSVP!
- Women's Soccer Game today at 1:00 pm
- Adjunct faculty load increased to .833
- AFT is having a "Know Your Contract & Contacts" event on Thursday, 9/19, 11:30-1:00pm in M-110. This event is for both Classified and Staff - please RSVP [here!](#)

I. Adjournment – The meeting adjourned at 12:08 pm.

J. Next Scheduled Meeting

Tuesday, October 1st, 2024, from 10:30 am – 12:00 pm, L-108/Zoom

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.

Classified Senate 2024 Priorities

1. Engagement & Participation
2. Cross-Constituency Collaboration
3. Professional Development
4. Classified Professional Staffing