

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

**DATE: Tuesday, October 1st, 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 (present) | 2024 – 2026 |
| Classified Senate Vice President | Carol Sampaga (zoom) | 2023 – 2025 |
| Classified Senate Secretary | **Vacant** | 2023 – 2025 |
| Classified Senate Treasurer | Meredith McGill (present) | 2024 – 2026 |
| Classified Senate Senator at-Large | Lynne Campbell (present) | 2023 – 2025 |
| Classified Senate Senator at-Large | Bill Pacheco (present) | 2024 – 2026 |
| Classified Senate Senator at-Large | **Vacant** | 2023 – 2025 |
| Classified Senate Area Senator (1) | Elizabeth Whitsett (present) | 2023 – 2025 |
| Classified Senate Area Senator (2) | Adrian Acain (absent) | 2024 – 2026 |
| Classified Senate Area Senator (3) | Adam Vincej (proxy: Campbell) | 2024 – 2026 |
| Classified Senate Area Senator (4) | Rachel Halligan (present) | 2024 – 2026 |
| Classified Senate Area Senator (5) | Arnice Neff (present) | 2024 – 2026 |

**Guests:** Steven Slatten, Saribel Morales-Rivera, Chantal Hernandez, Patti Manley

**Vacancies**

Secretary, Senator at-Large

1. **Call to Order** – The meeting was called to order at 10:35 am**.**
2. **Approval of Agenda and Minutes**
   * Approval of 2024-10-01 CSEN agenda
     + **McGill** made a motion to approve the 10-1-24 meeting agenda. Seconded by **Neff**. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
   * Approval of 2024-09-17 CSEN minutes
     + **Campbell** made a motion to approve the 9-17-24 meeting minutes. Seconded by **McGill**. There were 9 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
3. **Public Comment** – There was no public comment.
4. **Committee Reports/Other:** 
   * District Committees – **Kunst** 
     + - Board of Trustees – Study Session was cancelled; next meet 10/10 at City College. Classified Presidents will provide a report to the board similar to the Academic Senate Presidents. This is new!
       - District Governance Council – N/A. Next meeting 10/2.
       - District Budget Planning and Development Council – N/A. Next meeting 10/2.
       - District Strategic Planning Committee – N/A. Next meeting 11/18.
   * College Council – **Kunst/Sampaga: Kunst** shared that enrollment is good; we are up by 16% in headcount and 9% in FTES. This is an increase and creates a 282 gap; influx of part-time students. District is looking into this. Budget has a 13% increase in healthcare, this and salaries, will have an impact on RAF (doesn’t affect step increases effective in January; this is already budgeted). We are taking precautions for potential election-related disruptions to ensure the safety of our students and employees; hosting events to prepare folks. Anonymous screening – President shared he is working with HR to make improvements to the consistency in redactions, provide training on how to screen redacted applications, and implementing a feedback mechanism for committee members. Working on developing a reporting form for committees. Next meeting 10/8.
   * Student Success Committee – **Kunst**: committee voted to change from a co-chair model to a tri-chair model (CGH change request submitted); deciding on 2-4 areas to focus (one being communication to students); working on action planning tool. Next meeting 10/9.
   * Enrollment Management – **Sampaga**: committee is trying to figure out an identity. Enrollment is increasing, it used to be focused on numbers, but now “do we want to include more than numbers?” Question about: handling of waitlists? Why chase enrollment if we are not going to get funded? Anything over 8,600 will not get funded. 1 FTES = $5,000. Bigger picture/discussion. HW: try to figure out its identity and what to focus on. Building the best schedule for the students.
   * Curriculum – **Sampaga**: committee is working on common course numbering; ed code changed. The task group determined that students are taking more classes than they need to. This applies across the state and starting with 6 classes, next year will be 20, and then the following year will be 50. Ambitious timeline, but we need to do it for our students.
   * IDEA – **Pacheco**: There are two primary things (discussed finding ways to take observation and turn it into action) 1) a small task force to brainstorm and 2) an IDEA-based podcast (creative avenue to spread information); also set up a subcommittee. Caution on how data was/is presented. He thought it would be helpful to have the data drilled down further.
   * Others – see above.
5. **Old Business:**

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| **#** | **Item** | **Initiator** |
| 1 | 2024-2027 PROA Functional Plan - **up for vote & approval**  Attachment: [PROA Functional Plan 2024-2027](https://sdmiramar.edu/sites/default/files/2024-09/2024-2027_proa_functional_plan_updated_09.19.24.pdf) (updated)  **Manley** reviewed the incorporated feedback from the other constituencies (all red text on the document). Made steps to improve quality. Now taking steps to infuse equity. **Neff** made a motion to approve the PROA Functional Plan 2024-2027 as presented. Seconded by **Campbell**. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | Kunst |
| 2 | Shared Governance Committees Update – update on appointments and continued vacancies.  Attachment: [PG Vacant Report (CSEN) Fall 2024](https://sdccd0-my.sharepoint.com/:w:/g/personal/mkunst_sdccd_edu/EQLMhneT-_lHg_6_Vvr3m-wBiEduR5KyY7jFVpmSbvWHag?e=y8P29Z)  **Sampaga** shared that a few more appointments were made since the last meeting: Michelle Pasag to Technology Committee and Janee F. Robinson to Enrollment Management Committee. **Kunst** put out another call and suggested to chairs to make a 15-30 second video clip to promote their committee. | Sampaga |
| 3 | Installation of Sam’s Brick in Leave a Legacy Plaza – Save the Date, **Tuesday, October 15th at 9:30 AM**  Attachment: [Save the Date/flyer](https://sdmiramar.edu/sites/default/files/2024-09/save_the_date_sams_brick.pdf)  **Campbell** to follow up and make sure the fountain is ready. **Kunst** will wait for “okay” from **Campbell** to send out the flyer. **Kunst** will reach out to **Young** to see if we can invite his family. The format will be 1-2 poems, 1-2 stories, and favorite snack/treat. All liked this plan. | Kunst |
| 4 | Classified Awards Ceremony & Carnival (June 4, 2025) – Initial brainstorm for the event.  Due to time, consensus was to skip discussion this week. **Neff** will send call out and share date. | Kunst |
| 5 | Cash for Carnival - September 2024 "FUN"DRAISER  **Neff** shared that the final raffle for this week and the final raffle for the whole month was today. The winners were Rachel Halligan and Rebecca Nipp, respectively. We raised $430 this month. We appreciate the generosity! She shared that majority of the donations were made via Venmo. She will walk over the cash donations to **Kunst** to deposit. **Campbell** thanked **Neff** for leading the fundraiser. Congrats to the winners! | Neff |
| 6 | Recorded Meetings and AI Recorded Meetings –  **Pacheco** expressed wanting to move towards achieving parity with the other constituencies (which are bound by the Brown Act). The Brown Act requires recording of meetings for the public. We are not beholden to the Brown Act, so have not been adhering to it strictly. Accommodation; would be easier (personal interest), but overall, want to be at the same standard as the other bodies and should start adhering the Brown Act. There was some discussion. Consensus was to focus on one thing at a time. At the next meeting we will focus on recordings. | Kunst |

1. **New Business**

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| **#** | **Item** | **Initiator** |
| 1 | EEO Representation in the District  At the previous meeting, there was a concern expressed with EEO representation in the District and consensus was to put this on the next agenda for further discussion. Screening committees cannot move forward without an EEO rep and sometimes the search chair(s) will ask someone to volunteer and because there is a lack of volunteers, that person will be assigned the EEO rep to a/the committee. This has the protentional to create conflict of interest, not fully performing EEO duties, etc. There was some discussion on how this might be addressed, including a “draft” or randomized selection process. After discussion, there was consensus for **Pacheco** to take this back to the IDEA committee (since the conversation originated there) for further exploration and he will bring it back here, when ready. | Kunst/all |
| 2 | Defining Equity and Professional Development  At the last meeting, Kunst shared that one of our focuses for this year is “Engagement & Participation” and expressed concern that the term “Professional Development” is being used to describe many things. There is a proposal for the CBA for 8 hours of PD a month, for classified and not sure how this will apply. It may behoove us to categorize PD. This kicked off the discussion. The areas/categories identified were: 1) Meetings 2) Conferences 3) Special Projects and 4) Education. There is no money for PD for classified, besides classified block grant which is almost gone. Classified get automatic step increase; faculty need to go through PAC, certain number of hours, etc. Need data to back this up. Approach from an equity stand point. Also, need to practice what we preach. Look at us. Find ways to be inclusive. Mindful of issues that are relevant to them. How do we protect ourselves and all other classified employees that are more subject to retaliation? It was suggested to start with an anonymous survey, perhaps delivered personally, via paper. We can ask Xi Zhang, from the IE/IR office for an example. The decision was made to set up a task force to develop questions and work with the Research office. **Pacheco** would like to be involved. **Kunst** will put a call out to the larger body for more participation. **Sampaga** asked about adding a seat for AFT campus coordinators but not sure if we are ready to discuss. **Kunst** responded she liked that idea and also wanted to explore a SPAA rep seat. **Kunst** will add AFT and SPAA rep seats to next agenda. | Kunst/all |
| 3 | Brown Act – discussion item.  See old business #6 above. | Kunst/all |
| 4 | 32-Hour Work Week – commitment cards!  Contact Rebecca Nipp and/or Jeanette Moore for a commitment card. Return completed card to Moore as well. | Neff |
| 5 | Campus Allocation Model (CAM)  Attachment: [BRDS Presentation 091124](https://sdmiramar.edu/sites/default/files/2024-09/brds_240911_0_0.pptx)  Due to time, **Kunst** briefly shared the budget presentation from the last BRDS meeting. She encouraged folks to look through and let her know if there are any questions. She reminded everyone that the [Adopted budget](https://sdmiramar.edu/sites/default/files/2024-09/2024-2025AdoptedBudget.pdf) is available on the website as well. There is also the cross-constituency Budget Exploration workgroup, spearheaded by Pablo Martin, if anyone is interested in learning more. | Neff/Kunst |
| 6 | Secretary Vacancy  **Kunst** shared that Sandra Marquez has resigned as secretary. This creates an additional vacancy in our Executive Council. She recommended that we add this position on to our special elections led by **Sampaga**. All agreed. **Kunst** will continue to take minutes in the interim. | Kunst |
| 7 | Video Project Idea – promotional video of the Classified Senate  **Kunst** shared an idea to create a promotion video of the Classified Senate that we can share and post on our webpage. This is an opportunity to education and inform our classified professional colleagues of the history of the Classified Senate, what we do, why it is important, and how to get involved. **Kunst** will carry this forward to the next meeting due to lack of time for discussion. | Kunst |
| 8 | Classified Senate Retreat – explore the idea of a joint retreat with the other Classified Senates  **Kunst** shared that she recently had lunch with the Chancellor and other Classified Senate Presidents. We mentioned having some kind of joint retreat and the Chancellor said to dream big, create a proposal, and his office will work on identifying funding to support the event. **Kunst** is in the process of setting up regular meetings with the other Classified Senate Presidents and once discussed there, she will bring this idea back with a recommendation of how to proceed. She encouraged everyone to start thinking of some ideas in the meantime. | Kunst |
| 9 | Fall 2024 – [Gathering of the Senates](https://www.ccccs.org/nonprofit-organization-4cs-events-and-recognition/4cs-events/gathering-of-the-senates) – November 8th in Oakland, CA  **Kunst** briefly shared that there is a Gathering of the Senates event hosted by the California Community Colleges Classified Senate (4CS) in Oakland, CA. There is not much funding available, but if anyone is interested in attending, we can work together to figure that piece out. | Kunst |
| 10 | Miramar College Foundation – Matching Challenge  **Kunst** shared that an anonymous donor has offered up to $50k in matching donations from July 30 – December 31, 2024. This is a great opportunity to think about raising funds for the Sam S. Shooshtary Classified Senate Scholarship. Donations can be made via payroll deductions, online, or by cash/check (drop off at the Accounting Office). She suggested we add this to the Installation of Sam’s Brick event. | Kunst |

1. **Review of Action Items** – Highlighted in blue throughout.
2. **Announcements** – Reminder: Equity Summit is Friday, 10/4 from 8:30 am – 1:30 pm in I-101 A/B.
3. **Adjournment** – The meeting adjourned at 12:05 pm.
4. **Next Scheduled Meeting –** Tuesday, October 15th, 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**](https://sdmiramar.edu/sites/default/files/2024-08/csen_priorities_2024.pdf)

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