

SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING AGENDA



DATE: Tuesday, October 15th, 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 (zoom)	2023 – 2025
Classified Senate Secretary	Vacant	2023 – 2025
Classified Senate Treasurer	Meredith McGill (proxy: Campbell)	2024 – 2026
Classified Senate Senator at-Large	Lynne Campbell	2023 – 2025
Classified Senate Senator at-Large	Bill Pacheco (proxy: Sampaga)	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 Acain (absent)	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

Vacancies

Secretary, Senator at-Large

A. Call to Order – The meeting was called to order at 10:35 am.

B. Approval of Agenda and Minutes

- Approval of 2024-10-15 CSEN agenda – **Campbell** made a motion to approve the 10-15-24 meeting agenda. Seconded by **Whitsett**. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- Approval of [2024-10-01 CSEN minutes](#) – **Vincej** made a motion to approve the 10-1-24 meeting minutes. Seconded by **Campbell**. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.

C. Public Comment – There was no public comment.

D. Old Business:

#	Item	Initiator
1	Shared Governance Committees Update (standing item) – update on appointments and continued vacancies. Attachment: PG Vacant Report (CSEN) Fall 2024 Sampaga shared that there were no new appointments. Kunst added that we continue to put out calls. Please encourage folks you interact with to get involved.	Sampaga
2	Installation of Sam’s Brick in Leave a Legacy Plaza – Save the Date, Tuesday, October 15th at 9:30 AM POSTPONED – Pending update from Facilities regarding fountain’s maintenance Attachment: Save the Date/flyer Kunst shared that the fountain maintenance has not been completed. Vincej shared that the fountain was sealed once, but not all the way and is still leaking from the bottom up through the surrounding concrete. They are sending out a guy this week to work on it and it may be good to go next week. He’ll have more information after tomorrow. Kunst added that ideally, we will have this scheduled before Thanksgiving (at the latest). Kunst draft an agenda and share out.	Kunst

3	<p>Brown Act Implementation (standing item):</p> <p>1) Recorded Meetings and AI Recorded Meetings</p> <p>Kunst reminded everyone at the last meeting, we discussed “recorded meetings and AI recorded meetings” and the conversation naturally transitioned into the Brown Act discussion. “Brown Act Implementation” has been added as a standing item and today’s conversation will focus on recorded meetings. She shared that College Council has added “Permission to Record Meeting” to the top of their agenda with the understanding that meetings are recorded for minute taking purposes and will be held for six months and then deleted. There was some discussion of what others do for minutes. The consensus was to add “permission to record” to top of the agenda and keep recording until the minutes are approved and then delete.</p> <p>The next meeting’s focus will be on “Teleconferencing/remote attendance.”</p>	Kunst
4	<p>EEO Representation in District – update from IDEA committee.</p> <p>Kunst will carry forward to next meeting when Pacheco is present.</p>	Pacheco
5	<p>Defining Equity and Professional Development (standing item)</p> <p>Kunst shared that she has reached out to the Research office to set up a meeting to discuss the anonymous survey to gauge Classified Professionals “Engagement and Participation.” Kunst and Pacheco will meet with the Research office the week of 10/28. Once there is a draft survey ready, it will be brought here for feedback. We will also assemble a taskforce that will put together a rollout plan, analyze the data, and put forth some recommendations.</p>	Kunst/all
6	<p>Video Project Idea – promotional video of the Classified Senate</p> <p>All like the video idea. Neff shared the idea for “most likely to...” make it fun. Another idea: “how to...” Humanize it. Boring table but not a boring meeting. Neff and Campbell shared they are willing to participate in the video as backups, if needed. Kunst will reach out to McGill and see if she is interested. The consensus was to start with following someone to a meeting and each week follow a different senator (include snacks and/or prop basket). Kunst volunteered to be the first one. She will connect with Steve Quis.</p>	Kunst

E. New Business

#	Item	Initiator
1	<p>Discussion on adoption of 4CS 9+1</p> <p>Attachment: https://www.ccccs.org/nonprofit-organization-about-us/4cs-9plus1</p> <p>Kunst shared that the Academic Senate and Associate Student Government are codified legally, but the Classified Senate is not. The Academic Senate has 10+1, which provides guidance on where faculty are to be consulted. The 4CS has created 9+1 for classified professionals. She reviewed these from the link above. She recommended that we adopt 9+1, which provides guidance on where classified professionals should be consulted. Neff asked how we are going to communicate this to the campus. Kunst responded that a “roadshow” would be appropriate. All liked this idea. Kunst will carry this item forward for action at next meeting.</p>	Kunst
2	<p>Explore adding AFT and SPAA rep seats</p> <p>Kunst shared that this briefly came up at our last meeting and we wanted to discuss it further. Neff shared that there’s power in numbers, SPAA is unionizing, and may provide some value to us/our discussions. Vincej agreed that there is value in the seat, but felt it should be non-voting. Sampaga added that she doesn’t have time to attend the AFT meetings or to read the minutes and she would like to hear updates. She also added that this keeps the communication flowing for supervisors. They don’t meet as a group. If not unionizing, way for them to be in the “know.” Kunst, after hearing the discussion, recommended we add to the report section as a standing item and invite the reps to provide an update at any meeting. We can explore a more formal role in the future. All agreed.</p>	Kunst/ Sampaga
3	<p>Classified Contract – 32 Hour Work Week – discuss a potential recommendation on behalf of the Classified Senate</p> <p>Attachment: Example of 37.5 work week (San Mateo College)</p> <p>Kunst, on behalf of McGill, shared that AFT has taken an “all or nothing” approach, which some have expressed concern about (i.e. we’d like something!). She suggested, as counter should the</p>	McGill

	<p>District decline, 35 hours. That gives us wiggle room for negotiations. She provided an example from San Mateo College, that has a 37.5-hour workweek. There were some concerns over “losing” flexibility of the work schedule (4/10s, 9/80s). Halligan shared that she has attended the events, and AFT wants to keep flexibility, five days a week, but cap hours at 32 hours. Sampaga – opinion: this could work district wide, but not sure it will work for Miramar College – already short-staffed. What budget liabilities are there for overtime? Exec needs to decide. Can we leverage this for more staffing? Work still needs to get done. Halligan – not able to take comp time or vacation because covering area. Some discussion in AFT on workload and duties but haven’t circled back in a while. Also, AFT is aware of our staffing shortage. Whitsett has there been discussion on reassigning staff? Kunst responded that it has been suggested but shut down. We don’t want to “rob Peter to pay Paul.” It won’t go over well politically. Whitsett thought we could survey people, volunteer-based, phased approach. Halligan will reach out to Yvonne (AFT) and see if this has been discussed. Kunst will carry this item forward for further discussion.</p>	
4	<p>Review of BPs & APs Attachment: DGC Chpt 2 BPs and APs; DGC BP 3510; DGC BP & AP 3410 Kunst shared the attached BPs and APs which have gone to DGC for a first read. She explained that anything in red font is legally required and anything in blue font are recommended changes. If anything has a strike through it is recommended to delete because it is duplicative and not needed. She encouraged everyone to look through them and let her know if there is anything of glaring concern. All documents are linked above and on our webpage. This will be a standing item moving forward.</p>	Kunst
5	<p>Halloween Party & Costume Contest Attachment: 2024 Classified Senate Halloween Event Flyer Kunst shared that Neff sent out the flyer last week. We are hosting this event in collaboration with the new Career and Life Design Center’s open house. This means Career Services will provide all the decorations and we will need to provide the foods and prizes for the costume contest. Neff also graciously offered an echo dot as a prize. Kunst will create the refreshment list and share with senators to sign up (not required or expected). We can use a drink dispenser for water and lemonade.</p>	Neff
6	<p>Classified Senate Scholarship Kunst would like to take advantage of the Foundation’s Matching Campaign, which runs from 7/30/24 – 12/31/24. This allows us the opportunity to double our scholarship funds. The goal is having \$500 donated, which would be matched up to \$1000, and would allow us to award two \$500 scholarships in the spring. We are also finding other ways, including a Kebab shop fundraiser and promoting donations at the installation of Sam’s brick event. Kunst will send out an email with the options and instructions to donate.</p>	Kunst
7	<p>Student Success Committee CGH Change Request Attachment: CGH Change form SSC; Student Success Committee Kunst shared that the Student Success Committee has submitted a college governance change request to switch from a co-chair model to a tri-chair model and requested that the change take place immediately. The tri-chairs will be an administrator, a classified professional, and a faculty. The committee chose not to do a quad-chair, and add a student, due to the student’s workload, but offering them the opportunity to participate in that way, should they so choose. She asked if there were any questions or objections to this change. There were none. Kunst shared that this will go to next week’s College Council meeting for approval. All other change requests will follow the normal process and can be expected in November/early December.</p>	Kunst
8	<p>HOLD: Puente Program Presentation Kunst shared that this presentation is scheduled for our next meeting on November 5th. They are asking for a vote of support for the program. She cautioned everyone to be mindful of capacity, our ability to manage this program, and the need to institutionalize it.</p>	TBD

F. Committee Reports/Other:

- District Committees – Kunst
 - Board of Trustees – [10/10 Board Report](#). Next meeting November 7th at Mesa College.

- District Governance Council - Reviewed draft Board agenda. Fall 2024 BP/AP Updated schedule. First read of BP/AP 3410 and BP 3510. Preliminary review of Facts on File for 23-24. Election planning. AI Note taking considerations. Annual Security Report 21-23. Late PASS and Time Reporting. Open enrollment period for health benefits. Next Scheduled Meeting: Wednesday, November 6th from 3:00 pm – 5:00 pm at Miramar College
- District Budget Planning and Development Council - Met on 10/2. Reviewed 24-25 Advance Apportionment, September 2024 Revision. Reviewed updates to the District Governance Handbook page. Update on Enrollment. Travel Authorization process. [Miramar's resource page](#). Next Scheduled Meeting: Wednesday, November 6th from 1:00 pm – 2:30 pm at Miramar College.
- District Strategic Planning Committee – N/A. Next Scheduled Meeting: Monday, November 18th from 2:00 pm – 3:30 pm via Zoom
- College Council – Kunst/Sampaga: Campus Safety: District is hosting Elections-Preparedness workshops at each of the colleges. Student Affairs is planning events, integrating this into other events, and tying to college-hour programing. Additionally, we are updating free speech signage. Weekly announcements at ASG. Public Art Procedure: Intro to Public Art Procedure, some initial feedback from CC, which will go back to FHSC to address. It will come back to CC and will then go to constituencies for review/approval. Next Scheduled Meeting: Tuesday, October 22nd from 1:00 pm – 2:30 pm in M-110 and Zoom
- Student Success Committee – Kunst/Sampaga: Reviewed Action Planning Template/Tools. Discussed focuses for the year: Communication, Collaboration, and Retention. Voted/Approved Hybrid format. CGH Change Expedited. Overview of Student Success Model. At next meeting, will breakout into groups and review Strategic Goals, SEM Plan, and Student Equity Plan. Next Scheduled Meeting: Wednesday, October 23rd from 3:00 pm – 4:30 pm in K1-107.
- Others – There were no other reports.

G. Review of Action Items – Highlighted in blue throughout document.

H. Announcements – Sampaga announced that she is verifying nominations for the special elections and ballots will go out soon.

I. Adjournment – The meeting adjourned at 12:02 pm.

J. Next Scheduled Meeting – Tuesday, November 5th, 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