

SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES



DATE: Tuesday, November 19th, 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	Vacant	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	2024 – 2026
Classified Senate Area Senator (4)	Rachel Halligan	2024 – 2026
Classified Senate Area Senator (5)	Arnice Neff (proxy: Kajin)	2024 – 2026

Vacancies

Secretary, Senator at-Large

- A. Permission to Record Meeting** – There were no objections to recording the meeting thus the meeting was recorded.
- The meetings are recorded for minute-taking purposes. The recordings will be held until the minutes are approved and then deleted.
- B. Call to Order** – The meeting was called to order at 10:33 am. **Kunst** noted that she will reorder A and B on the next agenda. That way the meeting is called to order before permission to record the meeting.
- C. Approval of Agenda and Minutes**
- Approval of 2024-11-19 CSEN agenda – **Campbell** made a motion to approve the 11-19-24 meeting agenda. Seconded by **McGill**. There was no discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
 - Approval of [2024-10-15 CSEN minutes](#) – **Campbell** made a motion to approve the 10-15-24 meeting minutes. Seconded by **McGill**. There was no discussion. There were 8 yay votes, 0 nay votes, and 1 abstention. The motion carried. **Kunst** noted that the recording will now be deleted and reminded everyone that we can go back and make edits if needed.
- D. Public Comment** – There was no public comment.
- E. Old Business:**

#	Item	Initiator
1	Shared Governance Committees Update (standing item) – update on appointments and continued vacancies. Attachment: PG Vacant Report (CSEN) Fall 2024 Kunst shared that this is a standing item so that folks can easily access the vacancy report. Sampaga shared that she will revisit this at the start of spring term.	Sampaga
2	Installation of Sam’s Brick in Leave a Legacy Plaza POSTPONED – Pending update from Facilities regarding fountain’s maintenance	Kunst

	<p>Attachment: Save the Date/flyer</p> <p>Vincej shared that the maintenance in Leave a Legacy Plaza is complete. Kunst asked if the first week of December was reasonable. <u>All agreed.</u> Kunst will update the flyer and work with Campbell on the event details.</p>	
3	<p>Brown Act Implementation (standing item):</p> <p>1) Teleconferencing/Remote Attendance</p> <p>There was discussion on the Brown Act and remote attendance. The Academic Senate's "SDMC A.S. Senator Remote Attendance Info Sheet" was reviewed. Most felt that this would not be difficult to implement. There was a suggestion to add a line in about our commitment to making the effort to attend in person. The consensus was to adopt the Academic Senate's practice for remote attendance. Kunst will download the document and update it for the Classified Senate. She will bring the draft to the next meeting. Kunst asked about posting our agendas. The A.S. and ASG are required by Brown Act to post a physical copy of their agenda in a publicly accessible place. Sampaga thought that posting to the website satisfied this requirement. Kunst responded that is what she also thought, but apparently that was temporary which she just learned yesterday. <u>The consensus was to print and post the agendas using the bulletin board on the outside of the L Building.</u> We can explore a digital outward facing display sign in the future, as that would require funding.</p>	Kunst
4	<p>EEO Representation in District – update from IDEA committee.</p> <p>Pacheco shared that he did not have an update. He will request to add this back to the agenda, when ready.</p>	Pacheco
5	<p>Defining Equity and Professional Development (standing item)</p> <p>Kunst shared that she met with Xi Zhang to discuss the survey request and actually saw the initial draft come through just before this meeting. She and Pacheco will review the draft and will bring it to the next meeting for review and to discuss the rollout plan.</p>	Kunst/all
6	<p>Discussion on the adoption of 4CS 9+1 – continued discussion and approval.</p> <p>Attachment: Examples of 9+1</p> <p>Kunst reminded everyone that we started this discussion at our 10-15-24 meeting and our last meeting was cancelled so it has been a while. We were discussing the adoption of the California Community Colleges Classified Senate's 9+1 and rationale. These were reviewed, along with the other examples on the attachment. Adopting 9+1 may give us parity with the other constituents. It also provides clear guidance on where classified professionals should be involved in conversations and shared governance structures. Our sister college's Classified Senates are also reviewing/discussing 9+1. If we all choose to adopt then we can take it to the board and a board policy could be created. The consensus was for Kunst to draft a document similar to Santa Rosa Junior College and bring to next the meeting.</p>	Kunst
7	<p>Classified Contract – 32 Hour Work Week – continue to discuss a potential recommendation on behalf of the Classified Senate</p> <p>Attachment: Example of 37.5 work week (San Mateo College)</p> <p>McGill reported that she heard from Yvonne Schmeltz, with AFT, and the 32-hour work week proposal is rolling along. She also shared that there are 5 contingency plans in place, but the details of those plans were not shared. She also shared that she heard San Diego Unified might be following suit. Halligan reported that there has been no discussion on reassigning staff from one campus to another and AFT is not involved at that level of discussion, since it is in the Chancellor's purview. Kunst cautioned everyone on the "Robbing Peter to Pay Paul" concept. How would we feel if we were Paul? Now that we know AFT has contingency plans, looks like we may not need to make a recommendation for an alternative. <u>All agreed.</u> Acain asked how we advocate for more staffing. Kunst responded that President Lundburg is constantly advocating for more staffing. The VPs also advocate in their spaces. Also, hope the "Engagement and Participation Survey" will give us data to help our advocacy efforts. We are 60 classified professionals short of City College and we generate about the same, if not more, FTES now. Also need to be mindful that our ability to add more staffing is driven by the budget and we ARE the budget. About 90% of our \$1B budget is salaries and benefits. Another thing affecting our ability is the 50% law so until that changes, we are obligated to have at least 50% of our staffing on the instructional side. The 50% law excludes counselors, librarians, and nurses. Much to be done in terms of advocacy, but need data to back it up. This will take time.</p>	McGill

F. New Business

#	Item	Initiator
1	<p>TIME CERTAIN: 10:35 AM Puente Program Presentation <u>Attachment: Puente Miramar Classified Senate</u> Gonzalez (Ali) thanked the Classified Senate for their time today. This is critical for classified professionals. We are asking to form an exploratory workgroup between English, counseling, and administration on bringing the Puente Program to Miramar. Gonzalez (Martin) shared that there is training provided by UCs. This is a cohort-based program comprised of 30-40 students with mentorship. The program's third and maybe most important part is the key component of student success. What is this and why does it work? Something about students coming together they are traveling with consistently, seeing one counselor, and getting the information and resources that they need. Similar to the EOPS program. Relationships directly correlate to student success, retention, and persistence. Only campus in the district without it. Focused on Latinx but open to others as well. Cultural pieces tied to it. Disproportionately impacted population in terms of completion, persistence, utilization of student services, counseling interventions, and financial aid. Impacts to SCFF/funding. Coordinator for 3-4 years. Full-time writing instructor and counselor who meet criteria. Line item on budget. Common question is How?? That is the intention of the workgroup and why here asking for support. Whitsett asked since the other campuses have this, is measurable success. Gonzalez (Ali) responded, yes, we have to provide reports and updates on what you are doing, transfer rates, etc. Metrics in place but have to also have the right people in place. Kunst asked if this program provides funding for staff. Gonzalez (Ali) responded, no, it requires a commitment from the institution. Whitsett asked how many students does a counselor serve. Gonzalez (Ali) responded that a student may not see the same counselor. This program helps with that cultural piece. McGill always wondered why don't have this program and asked when would it launch. Gonzalez (Ali) responded that this is the last stop on road show for support and we want to present at President's Cabinet next. Ideally, the workgroup would be launched in spring and we would go from there. There were no other questions. McGill made a motion to support the exploratory workgroup and long-term planning for bringing the Puente Program to Miramar. Seconded by Campbell. There was no further discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried unanimously.</u> Gonzalez (Ali) and Gonzalez (Martin) thanked the Classified Senate again and if anyone has interest in being on the workgroup feel free to email them.</p>	Ali Gonzalez & Martin Gonzalez
2	<p>Facts on File – Report on Academic Year 2023-2024 <u>Attachment: Facts on File 2023-2024 - IIE</u> Kunst briefly reviewed the facts on file for 2023-2024. She noted that our part-time students make up about 85% of our student population. There were questions if this was districtwide. Kunst would assume that these are students that have identified Miramar as their home campus and are taking less than 12 units. There may be operational definitions in the beginning of the document. Sampaga confirmed. Kunst also noted that this document shows us our employee demographic, which the Chancellor highlighted at this Workforce Diversity Data Presentation earlier this semester. Those slides can be found here.</p>	Kunst
3	<p>Classified Employee of the Month Kunst shared the idea of bringing back/establishing the “Classified Employee of the Month” and opened it up for discussion. <u>All liked the idea and agreed it may help with employee morale.</u> There was some discussion on how to implement this. Suggestions were: nomination style (anyone can nominate); prize is a/the parking spot (Facilities can store/move); using Padlet for the nominations board; should be campus-wide; named at the top of month; start in February (if feasible). Some folks shared that, previously, names were put in a hat and drawn at random. Pacheco also suggested an employee spotlight and maybe we wait until after the survey results so we can gage how people feel and provide a fair opportunity for all. Kunst will draft a document based on today's discussion at present at the next meeting. Vincej noted that simple is</p>	Kunst

	good, we don't want to over complicate it as someone will have to manage the process. Kunst responded that is a great point and transitions us nicely to our next agenda item.	
4	<p>Defining "Senator at-large" and "Area Senator" Roles</p> <p>Attachment: Senators at Large & Area Senators - Working Doc.docx</p> <p>Kunst reminded everyone that we revamped our bylaws last year and we have 3 senators at-large and 5 area senators. We need to start "beefing up" these duties/responsibilities and listing out new geographical areas on campus for the area senators. She shared that Pacheco had a great idea at our August training/orientation meeting to assign topics/responsibilities to the senators at-large. Perhaps a responsibility for one could be the Classified Employee of the Month. Pacheco suggested that subcommittees be formed and meet to discuss. <u>All liked this idea.</u> The decision was that the three senators at-large will form the first subcommittee and the five area senators will form the second subcommittee. They will meet, discuss, and add their thoughts/recommendations to the chart on the attachment. The plan is to discuss at next meeting. Kunst also suggested that the subcommittees meet over coffee or lunch so we can tie in some community building.</p>	Kunst
5	<p>Special Election Results & Ratification</p> <p>Sampaga shared that Steven Slatten, Administrative Assistant for school of BTCWI, is the new senator at-large. He was unable to attend today's meeting due to interviews. She also shared that we did have someone lined up for the secretary position, but they had to pull back so that position remains vacant and we plan to go out in the spring with either a special election or with the normal election process. Campbell made a motion to ratify the special election results naming Slatten as the newest Senator at-Large. Seconded by McGill. There were 9 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u></p>	Sampaga
6	<p>Fall 2024 CGH Change Requests</p> <p>Attachment: Fall 2024 CGH Change Request Summary</p> <p>Kunst briefly reviewed both the process to make changes and the Fall 2024 College Governance Handbook changes. These will be going to the 12-10-24 College Council meeting for approval. If you have any feedback or input, send to Kunst before then.</p>	Kunst

G. Committee Reports/Other: Due to time, **Kunst** will share the resource slideshow with **Sampaga** and **McGill** to add their reports to it. **Kunst** will link that document, [here](#). We moved the reports to the end to ensure we have time to get through all items on the agenda.

- Executive Council
 - President's Report – Kunst
 - Vice President's Report – Sampaga
 - Treasurer's Report – McGill
- District Committees – Kunst
 - Board of Trustees
 - District Governance Council
 - District Budget Planning and Development Council
 - District Strategic Planning Committee
- Campus Committees
 - College Council – Kunst/Sampaga
 - Student Success Committee – Kunst/Sampaga
- Others
 - SPAA Campus Rep – Herivaux
 - AFT Campus Coordinator – Moore

H. Review of Action Items

I. Announcements – Acain shared that there is a Home game on Friday.

J. Adjournment – The meeting adjourned at 12:06 pm.

K. Next Scheduled Meeting

Tuesday, December 3rd, 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