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

**DATE: Tuesday, February 4th, 2025**

**TIME: 10:30 am – 12:00 pm**

**LOCATION: L-108/**[**Zoom**](https://sdccd-edu.zoom.us/j/9072146069)

[**2024 – 2025 Meeting Calendar**](https://sdmiramar.edu/sites/default/files/2024-07/final_2024-2025_csen_calendar.pdf)



**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 (absent) | 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 | Steven Slatten | 2024 – 2025 |
| Classified Senate Area Senator (1) | Elizabeth Whitsett | 2023 – 2025 |
| Classified Senate Area Senator (2) | Adrian Acain (10:49 AM) | 2024 – 2026 |
| Classified Senate Area Senator (3) | Adam Vincej | 2024 – 2026 |
| Classified Senate Area Senator (4) | Rachel Halligan (10:45 AM) | 2024 – 2026 |
| Classified Senate Area Senator (5) | Arnice Neff | 2024 – 2026 |

**Guests:** Brenda O’Connor, Anna Liza Manzo, Jill Nevarez, Pablo Martin, Temmy Najimy

**Vacancies**

Secretary

1. **Call to Order** – The meeting was called to order at 10:33 am.
2. **Permission to Record Meetings** – There was consensus to record the meeting.
3. **Approval of Agenda and Minutes**
   * Approval of 2025-02-04 CSEN agenda – **Campbell** made a motion to approve the 2-4-25 meeting agenda. Seconded by **Slatten**. There was no discussion. There were 8 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
   * Approval of [2024-11-19 CSEN minutes](https://sdmiramar.edu/sites/default/files/2024-11/2024-11-19_csen_minutes.pdf) – **Neff** made a motion to approve the 11-19-24 and 12-3-24 meeting minutes. Seconded by **Campbell**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
   * Approval of [2024-12-03 CSEN minutes](https://sdmiramar.edu/sites/default/files/2025-01/2024-12-03_csen_minutes.docx)
4. **Public Comment** – Tran shared the ASC’s spring hours, check out the [webpage](https://sdmiramar.edu/services/asc) for more information. He shared that they are working on having tutors at the high schools for CCAP classes; this is in the early stages. Tutors continue to receive training on various relevant topics. He shared that the first topic is focused on creating community. He invited any ideas for supporting our students. There are classes with embedded tutoring support made possible with available staffing and funding.
5. **Old Business:**

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Initiator** |
| 1 | Shared Governance Committees Update (standing item) – update on appointments and continued vacancies.  Attachment: [PG Vacancy Report for CSEN for 2024-2025.docx](https://sdccd0-my.sharepoint.com/:w:/g/personal/mkunst_sdccd_edu/EQLMhneT-_lHg_6_Vvr3m-wBiEduR5KyY7jFVpmSbvWHag?e=gX3qc7)  **Kunst** shared that this document is up to date with current vacancies and appointments. We are continuing to promote vacancies and make appointments. **Neff** asked about removing herself from one and being added to another. **Kunst** confirmed and asked her to follow up via email. | Sampaga |
| 2 | Brown Act Implementation (standing item):   1. **First Read** of draft document regarding Senator Remote Attendance   Attachment: [C.S. Senator Remote Attendance Form](https://sdmiramar.edu/sites/default/files/2024-11/cs_senator_remote_attendance_form.pdf)  **Kunst** shared that we reviewed this document at our 12/3 meeting. She reminded everyone that she copied over the language from the A.S. Senate’s process/form and no other changes were made. This is here as a first read. No one noted any immediate edits. **Kunst** shared that this is intended so that we have something in place. She would prefer each member make the effort to attend in person. However, we want to be flexible; things come up and, ultimately, she asked for communication. All will review the draft form. This will return to the next meeting for a second read and vote. | Kunst |
| 3 | **First Read** on the adoption of 4CS 9+1  Attachment: [Miramar Classified Senate & 9+1](https://sdmiramar.edu/sites/default/files/2024-11/mira_csen_91.pdf)  **Kunst** shared that we reviewed this at our 12/3 meeting. She reminded everyone that she pulled this language from the 4CS’s website. 9+1 (modeled after faculty 10+1) provides guidance on when/where classified professionals should be included and/or consulted. She is hoping we can use this as a lens to guide what we do as a body. This is here for a first read. All will review the draft document. This will return to the next meeting for a second read and vote. | Kunst |
| 4 | Defining “Senator at-large” and “Area Senator” Roles  Attachment: [Senators at Large & Area Senators - Working Doc.docx](https://sdccd0.sharepoint.com/:w:/s/FunCommittee2/EeUgquEXdfxOo7cefykRWhgByNpLDdd9sSxEnXN0062J7Q?e=4Rv8Ab); [SAL Notes\_12-18-24](https://sdmiramar.edu/sites/default/files/2025-01/20241218_sal_meeting_notes.pdf)  **Kunst** shared that the Senators at Large met and discussed their roles. Reviewed attachment “SAL Notes 12-18-24.” The Senators opted to go by subject matter. This may change with each new senator at large, meaning we would reevaluate on a regular basis. This transitioned to discussing the area senators. **Kunst** will send out “Classified Professionals by area” list to the senators can meet and discuss. | Kunst |
| 5 | Defining Equity and Professional Development (standing item) – **Overview of categories** on draft “Engagement & Participation” Survey  Attachment: [Survey Categories](https://sdmiramar.edu/sites/default/files/2025-01/survey_categories.pdf)  **Kunst** shared that she and Pacheco are working the draft survey provided by the research office. She shared the categories for the survey. There was some discussion. Interest in adding a category/section for folks that can’t participate but have ideas (i.e. outreach). Suggestion for an open ended question at the end. | Kunst/  Pacheco |
| 6 | Classified Employee of the Month – clean up timeline and selection process.  Attachment: [DRAFT Classified Employee of the Month](https://sdmiramar.edu/sites/default/files/2024-11/classified_employee_of_the_month.pdf)  **Kunst** shared that this is a draft document. We need to clean up the timeline and selection process. She will carry this forward to the next meeting. | Kunst |

1. **New Business**

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Initiator** |
| 1 | **TIME CERTAIN 10:30 AM**: Student Equity Plan Presentation  Attachment: [SEP Plan Presentation](https://www.canva.com/design/DAGdzbvbfNk/ZA212Xe3HziJv2kvwjNAJA/edit?utm_content=DAGdzbvbfNk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)  **Julian** reviewed all key sections. She will share the template provided by the State and will be on the LEAD website. We need to understand why we are doing this. This is a living document. Ground ourselves in the “why.” Summary based of 22-25 plan. Connected to legislation. Review of metrics (no changes). GP Pillars. New section regarding student education plans. Vision 2030 alignment. **Pacheco** asked about the availability of classes? **Julian** responded that it is viewed overtime and will be mentioned in the report. No negative impacts right now but we are looking at it and transfer rate is lagging. White includes middle eastern; working with district on this. Working with IR team to dig deeper. **Neff** asked if students can get an ed plan for their first semester? Is that true? Julian responded she was not sure; students are provided an abbreviated ed plan but goal is to provide a comprehensive on. Aligns with GP. **Sampaga** – as LEAD compiles new equity plan, will there be a student focus group? **Julian** – yes. **Sampaga** shared that counseling doesn’t have capacity to do comprehensive ed plans, but are committed to abbreviated ed plans. Reviewed timeline. Submitted to Board in November 2025. Sending team of 10 to Equity Planning workshop Feb 27th & 28th in Long Beach, CA. She will share that out. **Neff** – 10 selected? **Julian** – need one more person. Neff – any hurdles that you anticipate? **Julian** – we’ll be okay, but think the biggest challenge will be getting a good sense of the data and then how we connect it to our day to day. **Pacheco** – part of program review/goal 5? Will that be part of it? **Julian** – probably part of what we will write but need to ensure understanding. **Pacheco** – disabled/neurodivergent populations aren’t mentioned? Statistically insignificant sample size? **Julian** – encompassed in DSPS services but dependent on how many students access these services. **Sampaga** – opportunities for training, not a lot of us can get away but proponent of “train the trainer” approach. **Julian** – depends, happy to host something. Is training to deeply understand metrics/data? The action plan and next steps? We can do both; open to whatever is helpful for institution. There were no other questions. **Kunst** thanked **Julian** for her time. | Julian |
| 2 | A.S. Resolution on Technology and Planning Issues Fall 2024 – discussion and next steps for Classified Senate  Attachment: [A.S. Resolution on Technology and Planning Issues Fall 2024](https://sdmiramar.edu/sites/default/files/2025-01/resolution_on_technology_and_planning_issues_fall_2024.pdf)  Due to time, moved to this item. No objections. **Pacheco** introduced the item with a prepared statement. Taskforce to review classified technology needs. Encouraged to ask other CPs their thoughts on campus technology. **Martin** – currently in review by workgroup. Concern that this feels like a lot of information and needs to be paired down. Rest assured, working on it (English and Communications teachers). Tried to avoid whiny/complaining – kind of a trope here. Should be coming back to A.S. on 2/18 – haven’t heard many changes. Goal – transparent and structured way to address the problems we’ve been facing for years. Technology committee dived into first “whereas.” Vast majority of faculty truly appreciates our classified professionals. Thank you for your time. **Sampaga** – what is the role of the technology committee? **Martin** – shared he was just appointed the faculty technology liaison, so will learn, but address technology needs on campus and integrate process with district. **Pacheco** – served on it for many years. BRDS technology requests go to technology committee and not enough time to review. Just one problem he has seen. **Kunst** displayed the charge. **Sampaga** – confirmed it is there in the charge. How can we leverage this? The way we are supported needs improvement. Where do we go from here? **Pacheco** – suggested we set up a task force to look into matter further and make recommendations based of that OR utilizing resources that we have like the CP specialists. Both good first steps. Faculty are asking that we are listened to. **Martin** added revising priorities of that committee and the next technology plan. All to digest information/review resolution. We can decide together at next meeting. | Pacheco |
| 3 | College Police Use of Tasers (Request from DGC)  **Kunst** shared historical context. In 2020, Chancellor Emeritus Carroll created the College Police Review Task Force, which was chaired by President Lundburg at John Bromma, A.S. President for CE at the time. That task force was charged with making recommendations to the Chancellor. One of those recommendations was the formation of the Police Advisory Committee (PAC). The PAC has been meeting and discussing the use of tasers by our College Police. At their last meeting, they took a vote and 8 were in favor of their use and 1 was opposed. Chancellor Smith shared this at the last DGC meeting and asked constituencies for additional input. **Anna Liza Manzo**, Miramar’s Classified appointment to the committee, shared that the committee has been discussing this for a while and up until this point, were not able to decide. Tasers have been purchased, but kept in storage, while a decision was made but they are set to expire. There were questions about number of incidents, what police are currently using, if this is more prevalent at one college vs. another. **Kunst** shared the we don’t have decide on anything today or at all. She encouraged everyone to look at the [Annual Security Report](https://www.sdccd.edu/docs/police/currentsafeandsound.pdf) that is produced by the District. This may answer some questions. This item will be carried forward. | Kunst |
| 4 | Fun Committee – Classified Service Awards and Year End Carnival (Wed. June 4th, 10:30 am – 1:30 pm, Compass Point)  **Neff** will send a call for interest for the FUN Committee to the DL. | Kunst |
| 5 | 4CS Events: [Spring Gathering of the Senates](https://www.ccccs.org/nonprofit-organization-4cs-events-and-recognition/4cs-events/gathering-of-the-senates) and [2025 Classified Leadership Institute (CLI)](https://www.ccccs.org/nonprofit-organization-4cs-events-and-recognition/4cs-events/classified-leadership-institute-cli)  **Kunst** shared these upcoming events for the 4CS. If anyone is interested and available to attend, let her know. Classified Block Grant funds have been expended, but she is committed to help identify other available funding. | Kunst |
| 6 | Classified Professional Prioritized Hiring (if time permits and carry forward as standing item)   1. Discussion on Process 2. Status on Current List   Time did not permit. This will be carried over to the next agenda. | Kunst |

1. **Committee Reports/Other:** Time did not permit for this section. **Kunst** will type it up and send it out via email.
   * 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
2. **Review of Action Items**
3. **Announcements**  - **Kunst** shared that ***Brenda O’Connor*** has agreed to serve as our secretary for the spring term. According to the bylaws, the president can make an appointment due to a vacancy but it requires a 2/3 votes from the body. This will be at the top of our next agenda. Thank you, Brenda!
4. **Adjournment** – The meeting adjourned at 12:06 pm.
5. **Next Scheduled Meeting**

Tuesday, February 18th, 2025, from 10:30 am – 12:00 pm, L-108/Zoom

Link: <https://sdccd-edu.zoom.us/j/9072146069> | 907 214 6069

**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