**SAN DIEGO MIRAMAR COLLEGE CLASSIFIED SENATE MEETING AGENDA DATE: TUESDAY, FEBRUARY 18TH, 2025 TIME: 10:30 AM – 12:00 PM**

**LOCATION: L-108 AND** [**ZOOM**](https://sdccd-edu.zoom.us/j/9072146069) **2024 – 2025 MEETING CALENDAR**



**Officers and Senators**

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| Classified Senate President | Malia Kunst | 2024 – 2026 |
| Classified Senate Vice President | Carol Sampaga (absent/proxy?) | 2023 – 2025  |
| Classified Senate Secretary  | Brenda O’Connor | 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 (absent/proxy?) | 2024 – 2026  |
| Classified Senate Senator at-Large | Steven Slatten | 2024 – 2025  |
| Classified Senate Area Senator (1) | Elizabeth Whitsett(proxy: Michelle Pasag) | 2023 – 2025 |
| Classified Senate Area Senator (2) | Adrian Acain | 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  |

**Guests:** Jill Nevarez, Edward King, and Blake Seits

**Vacancies:** None

1. **Call to Order** – The meeting was called to order at 10:46 am.
2. **Permission to Record Meetings** – There was consensus to record the meeting.
3. **Approval of Agenda and Minutes**
4. Approval of 2025-02-18 CSEN agenda – **McGill** made a motion to approve the 2-18-25 meeting agenda. Seconded by **Campbell**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
5. **Public Comment** – There was no public comment.
6. **Old Business:**

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| **#** | **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/%3Aw%3A/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. | Sampaga |
| 2 | Brown Act Implementation (standing item): **Second Read and Vote** 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)**Pasag** requested additional information on the purpose of the form. **Kunst** shared that this is intended to provide clear communication regarding attendance for the voting members of the Classified Senate. **Kunst** added that 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. **Neff** made a motion to approve. Seconded by **McGill.** There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | Kunst |
| 3 | **Second Read** **and Vote** 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)**Kuns**t shared 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. **McGill** made a motion to approve. Seconded by **Campbell**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | Kunst |
| 4 | Defining “Senator at-large” and “Area Senator” RolesAttachment: [Senators at Large & Area Senators - Working Doc.docx](https://sdccd0.sharepoint.com/%3Aw%3A/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 she has a list of Classified Professionals per area. She will reach out to the Business Office and Facilities to finalize the list. **Kunst** will send out “Classified Professionals by area” list to the senators.  | 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 there is no update on the survey. | Kunst/Pacheco |
| 6 | **First Read** of Classified Employee of the MonthAttachment: [DRAFT Classified Employee of the Month](https://sdmiramar.edu/sites/default/files/2024-11/classified_employee_of_the_month.pdf) **Kunst** shared that the Classified Senate Executive officers edited this document and clarified the process for announcing and selecting the Classified employee of the month. The major categories for selecting the Classified employee of the month will be: Teamwork, Collaboration, Engagement, Creativity, Adaptability, and Attitude. **Acain** asked if nominated employees will be notified. **Kunst** responded that those nominated will be notified. She will carry this forward to the next meeting for a second read and vote.  | Kunst |
| 7 | **A.S. Resolution on Technology and Planning Issues Fall 2024 – discussion and next steps for Classified Senate**Attachment**:** [resolution\_on\_technology\_and\_planning\_issues\_fall\_2024.pdf](https://sdccd0.sharepoint.com/%3Ab%3A/r/sites/FunCommittee2/Shared%20Documents/General/2025/2-4-25/resolution_on_technology_and_planning_issues_fall_2024.pdf?csf=1&web=1&e=qnHUvc)**Kunst** shared that the Classified Senate Executive team decided against creating a resolution. She also shared that much of the funding for campus technology upgrades is dependent on state and district allocation. This may lead departments to have to look at other sources of funding for tech upgrades. **Kunst** proposed the creation of a technology taskforce to assess the technology needs for Classified Professionals and provide a clear process for requesting tech upgrades, Ie. Not reliant on word of mouth. **Neff** shared that BTCWI has an internal process, similar to the BRDS process, for collaboratively ranking the funding needs within the school and pooling funding for projects ranked as a priority. **O’Connor** proposed the creation of a survey regarding Classified Professionals' access to quality of campus technology. **Neff** shared that due to recent surveys, there may already be data. **Kunst** proposed that the technology task force create a physical questionnaire that could get a better sample size. **O’Connor** volunteered to be a part of the taskforce. The tech taskforce will work on creating a draft of the questionnaire.  | Pacheco |
| 8 | **College Police Use of Tasers (Request from DGC)****Kunst** shared the SDCCD security report for 2021 – 2023. Overall, the crime rate at Miramar is lower than other colleges in the district. **Halligan** asked for clarification regarding if tasers would serve as a replacement for firearms. **Pasag** shared that tasers would not be replacements and that campus police also go on calls with social workers. **Kunst** shared that without campus police, the college would be reliant on SDPD, who are not bound to SDCCD board policies and procedures and therefore, college police should be given as many options as possible for peacefully resolving on-campus incidents. Additionally, Kunst added that college police make the conscious effort to be friendly and a part of the Miramar community. **O’Connor** asked for more information regarding the argument against the use of tasers. **Kunst** shared that she does not have all the information, but it may have to do with negative experiences among certain demographics and student populations. **Kunst** called for a vote regarding the Classified Senate’s stance on the use of tasers by college police. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | Kunst |

1. **New Business**

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| **#** | **Item** | **Initiator** |
| 1 | **TIME CERTAIN 10:30 AM**: Appointment of Secretary and Ratification Vote. **Neff** made a motion to approve the appointment of Brenda O’Connor as Secretary. Seconded by **Campbell**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried.  | Kunst |
| 2 | **First Read: Public Art Procedure.** Attachment: [Public Art Procedure.draft 6.pdf](https://sdccd0.sharepoint.com/%3Ab%3A/r/sites/FunCommittee2/Shared%20Documents/General/2025/2-18-25/Public%20Art%20Procedure.draft%206.pdf?csf=1&web=1&e=4RHgkx)**Kunst** shared that this document was brought forward last spring by Tosh Tepraseuth. **Pasag** shared that this item was brought up in Facilities, Health, and Safety Committee where it was edited and is now pending approval by the Classified and Academic Senates. This item will be carried forward to the next meeting for a second read and vote.  | Kunst |
| 5 | **Classified Professional Prioritized Hiring** **Kunst** shared that there is a lack of consistency when requesting Classified positions through program review. Kunst added that the president’s cabinet will be discussing this issue the following Monday, 2/24, and that the Classified Senate will be involved in the process of creating a rubric to evaluate requests for Classified positions. **Kunst** added that she would like this to be finalized before VP Bell’s retirement. **Pasag** questioned how classification descriptions being outdated will impact the process for Classified hiring prioritization. Kunst stated that ideally the classifications office is working on updating classifications and that managers can request that a classification be reviewed. **Kunst** added that this rubric should help supervisors and managers evaluate their staffing needs. Once the list of Classified employees is finalized, it will be easier to see which areas of the college are short-staffed or have no staff. **Acain -** how will departments be able to advocate for their staffing needs? **Kunst** – they should be entering it into program review with justification. **Pasag** – is there anyone at verifies that they need the positions they are requesting since departments often request positions just to have it? **Neff** – ultimately, the Dean would review the request. **Kunst** – We can reorg and modify staffing allocations. **Acain** – How will the volume of work impact ranking for staffing requests? **Kunst** – Miramar will be challenged to think of things that are working and not working, and what we can let go of, and what we need to keep to ensure that work is getting done. This is an opportunity to streamline processes and departments. **O’Connor** - If departments cannot cope with their workload, they should be adding data to their requests in program review that demonstrates exactly where they are struggling, especially if it impacts students directly. **McGill** added that this is an issue for Miramar since we have historically been the college where everyone goes above and beyond. **Kunst** added that employees being over their maximum vacation hours is another avenue that can be used to evaluate staffing requests. **McGill** and **Kunst** added that the proposed 32-hour workweek could impact the district’s willingness to address stuffing requests.Kunst will email Daniel Miramontez to inquire about any preexisting documentation collected by the Program Review & Outcomes Assessment subcommittee.  | Kunst/ Sampaga |
| 6 | **Professional Development****Kunst** stated that there is no more money in the Classified block grant and that the AFT travel pot of money professional development fund is also out of money, but it unclear is that is the same pot of money that is the same that Classified Professionals have access to. Halligan added that she talked to Elizabeth Whitsett regarding this, and Elizabeth thinks that there are separate funds for Classified and faculty. However, they are still waiting to hear back from AFT. **Kunst** shared the categories of professional development: Local (within SDCCD) professional development events, conferences, educational incentive salary advancement, and classification specific trainings, eg OSHA training for ILTs. **Kunst s**hared that there is currently no specific funding for Classified Senate professional development like there is for the Academic Senate. Kunst proposed creating general definitions for professional development and creating a proposal for a pot of money from AFT to fund professional development for Classified Professionals. Halligan and Whitsett will share what AFT tells them regarding funding for Classified travel. Classified Senate executive team to define professional development categories and create a proposal for funding.  | 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 Special Projects Manager ***Dan Roberts*** would like to present on the CRM platform. **Kunst** asked that Senate members consider inviting him to present at a future Senate meeting.
	* **Acain** shared that there is a men’s volleyball game on Friday, 2/21.
4. **Adjournment** – The meeting adjourned at 12:01 pm.
5. **Next Scheduled Meeting**

Tuesday, March 4th, 2025, from 10:30 am – 12:00 pm, L-108/Zoom

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





