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

**DATE: TUESDAY, March 4th, 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) | 2023 – 2025 |
| Classified Senate Secretary | Brenda O’Connor | 2023 – 2025 |
| Classified Senate Treasurer | Vacant | 2024 – 2026 |
| Classified Senate Senator at-Large | Lynne Campbell | 2023 – 2025 |
| Classified Senate Senator at-Large | Bill Pacheco  (absent) | 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 | 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 and Eileen Fuentes

**Vacancies:** Treasurer

1. **Call to Order** – The meeting was called to order at 10:35 am.
2. **Permission to Record Meetings** – There was consensus to record the meeting.
3. **Approval of Agenda and Minutes**
   * Approval of 2025-03-04 CSEN agenda – **Campbell** made a motion to approve the 3-4-2025 meeting agenda. Seconded by **Acain** There was no discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
   * Approval of the 2025-02-18 CSEN minutes – **Slatten** made a motion to approve the 2-18-2025 meeting agenda. Seconded by **Campbell**. There was no discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
4. **Public Comment** – None
5. **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/: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. Classified Senate is continuing to promote vacancies and make appointments. | Sampaga |
| 2 | 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 there is no need to formally approve this document as the duties of Area Senators and Senators-at Large are flexible. This will be a living document and will be updated as needed. | Kunst |
| 3 | 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.  **Kunst** will follow up. | Kunst/ Pacheco |
| 4 | **Second Read/Vote:** Classified Employee of the Month  Attachment: [DRAFT Classified Employee of the Month](https://sdmiramar.edu/sites/default/files/2024-11/classified_employee_of_the_month.pdf)  **Kunst** shared that there were minor updates made to this document and that should there be a tie, the President will decide who is the Classified Employee of the month. **Kunst** made a note that this is a new process, so this month will be a trial run, and the Classified Senate will work out any issues as they arise. **Campbell** made a motion to approve. Seconded by **Neff**. There was no further discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.  **O’Connor** will send out information and the nomination form to the campus DL each month during the first week of the month. | Kunst |
| 5 | **Second Read/Vote:** Public Art Procedure  Attachment: [Survey Categories](https://sdmiramar.edu/sites/default/files/2025-01/survey_categories.pdf)  **Neff** made a motion to approve. Seconded by **Campbell.** There was no discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | Kunst |
| 6 | **Discussion**: Classified Professional Prioritized Hiring Process and Evaluation Metrics  Attachment: [Annual Planning Cycle/Calendar](https://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/sdmiramar.edu/sites/default/files/2024-08/Miramar_Annual_Planning%20Calendar-Cycle-2024-2025.pdf)  **Kunst** shared that due to every department entering their requests into Nuventive in a different way, VP Brett is working on editing all the requests for Classified Employees into the same format. VP Brett will assemble a group to review metrics – **Sampaga** and **Kunst** will serve as representatives for Classified Employees. **Kunst** added that due to problems with Nuventive and a lack of consistency between department requests, this cycle of program review is behind schedule; adding that there will likely be more training for Nuventive users. **Kunst**: At the moment, departments with no or less staffing are the priority. Thus far, no other rubrics have been decided. **Acain**: Does workload impact ranking? **Kunst**: departments have to justify and connect requests to the College’s Strategic Goals. It would be impossible to quantify workload due to differences and perception of workload. **Acain**: what about the number of programs under the department or assigned FTEF? **Neff**: Hard to compare as FTE can be deceptive. Some difficult programs have many classes with a low section FTE. **Neff**: How does a position being funded by the General Fund Restricted impact priority of the department? **Kunst**: Currently, the top priorities are departments with no Classified Employees, then departments with one Classified Employee, then departments with Classified Employees funded solely by GFR. The last priority will be any departments that do not fall into these categories.  **Kunst** or **O’Connor** will find Mesa College’s rubric for ranking requests for hiring Classified Employees. Next meeting **Sampaga** and **Kunst** will report any updates from the group working on metrics. | Kunst/  Sampaga |
| 7 | **Discussion and First Read:** Professional DevelopmentDefinitions and Proposal for Funding  Attachment: [CSEN Professional Development](https://sdmiramar.edu/sites/default/files/2025-02/csen_professional_development.pdf)  **Kunst** shared definitions of different categories of professional development. **Kunst** shared the definition and verbiage from the CBA regarding Professional Development.  **Whitsett**: added that only a few people ask for money for professional development from AFT. She added that AFT’s process for reimbursement is different, e.g., their per diem requires receipts. **Whitsett** also added that there is $26,000 available for Classified Employees’ professional development expenses. The process for getting funding from AFT is slow and requires that the Classified Employee has exhausted all other options.  **Kunst** will add shared governance committees to the definition of professional development. | Kunst |

1. **New Business**

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| **#** | **Item** | **Initiator** |
| 1 | **TIME CERTAIN - 11:15 AM**: First Read: Miramar Education Plan  **Guest Presenter**: Dean Miramontez  Attachment: [Miramar Educational Plan PIERC Recommendation 10-11-24](https://sdmiramar.edu/sites/default/files/2025-02/miramar_educational_plan_pierc_recommendation_10.11.24_0.pdf)  **Miramontez** reviewed the purposeof the Education Plan. This plan is the “how” we will accomplish the Strategic Plan and District Vision 2030. The Educational Plan ties together all the various plans and ensures that everything fits together. The 6-Year Trend Analysis Scorecard will help the College identify areas for growth and strength. The 3-year assessment cycle will be used to assess how Miramar is doing in the shorter term. **Kunst** added that the Educational Plan may get renamed. **Miramontez**: It’s difficult to rename because education is what Miramar does, but not everyone is involved directly in education. **Whitsett**: How is the student data determined, i.e. FTES or actual enrollment? **Miramontez:** the studentheadcount is what is used. **Whitsett**: What about if a student is taking classes at multiple colleges? **Miramontez:** We count all students taking classes at Miramar even if they are also taking classes at other colleges. **Whitsett**: What if they graduate at a different college? **Miramontez:** Graduation data is determined by the student’s College of Record. **Kunst** thanked **Miramontez** for his time. | Kunst |
| 2 | **TIME CERTAIN - 11:45 AM:** Campus Safety Presentation  Guest Presenter(s): Professors Carrasquillo and Alsup  Attachment: pending  **Carrasquillo** and **Alsup**, on behalf of theGAIA (Gender Advocacy, Inclusion, and Advancement) advocacy group, shared the upcoming Women’s Empowerment Week. Women’s Empowerment Week will take place on the last week of March, March 24th – March 28th. This week will have various events to empower women and center LGBT voices. **Neff** asked if more information will be shared with the college soon. **Carrasquillo**: Yes. Next week via email. **Neff** requested that women in CTE fields be included and highlighted, e.g. aviation. **Carrasquillo** will reach out to CTE faculty for recommendations. **Kunst** thanked **Carrasquillo** and **Alsup** for their time. | Carrasquillo/Alsup |
| 3 | **Treasurer Role** – Recommendations for Appointment Due to Temporary Vacancy  **Kunst** announced that **McGill** is starting an acting assignment and will be unable to continue as the Treasurer for the Classified Senate for the duration of her acting assignment. It was unanimously agreed that the position of Treasurer be left vacant for the remainder of the semester and a there will be a special election for the remainder of the 25-26 year. Kunst added that, at the moment, there is $2,088.78 in the bank for Classified Senate and that we haven’t received the annual $1,000 check from AFT yet. **Neff** added that 7 or 8 people have volunteered for the Fun Committee and that the Classified Carnival is June 4th.  **Kunst** will reach out to AFT regarding the $1,000 check. **Neff** will reach out to those who expressed interest in the Fun Committee. The Election Committee will arrange a special election for the position of Treasurer. | Kunst |
| 4 | **Elections –** Review Process and Establish Committee  Attachment: [Elections Procedures\_Final\_5-7-24](https://sdmiramar.edu/sites/default/files/2024-06/miramar_college_elections_procedures_final_5-7-24.pdf)  **Neff** and **Kunst** will organize elections. Anyone who is interested in joining should contact them. | Kunst |
| 5 | **Feedback on Student Journey from Student Success Committee**  Attachment: [GP Student Journey at Miramar](https://sdmiramar.edu/sites/default/files/2025-02/gp_student_journey_at_miramar.pdf)  Please read the attached document and send any feedback to **Kunst** by March 5th. | 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 – Vacant
   * District Committees – Kunst
     + - Board of Trustees – March 27th
         1. Miramar site visit is April 17th

If anyone is interested in assisting in the planning, contact **Kunst**

* + - * District Governance Council - March 19th
      * District Budget Planning and Development Council – March 5th
        1. **Kunst** will share the outcome of the discussion regarding the upcoming recalculation of apportionment.
      * District Strategic Planning Committee – March 3nd
        1. **Neff** attended on **Kunst** behalf. This committee is still deciding on organization and procedures.
  + Campus Committees
    - * College Council – Kunst/Sampaga
      * Student Success Committee – Kunst/Sampaga
  + Others
    - * SPAA Campus Rep – Herivaux
      * AFT Campus Coordinator – Moore

1. **Review of Action Items**
2. **Announcements –**
   * **Halligan**: ALICE Training – March 7th , 12:00 pm to 4:00 pm in L-303.
     1. [Link to register.](https://forms.office.com/r/MjdfyQNhis)
   * **Acain**: Men’s volleyball game – March 5th at 3 pm.
   * **O’Connor**: If anyone is interested in being a part of the Tech Taskforce, please let **O’Connor** and **Pacheco** know.
3. **Adjournment** – The meeting adjourned at 12**:**01 pm.
4. **Next Scheduled Meeting**

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

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





