**SAN DIEGO MIRAMAR COLLEGE**

**CLASSIFIED SENATE MEETING MINUTES**

**DATE: TUESDAY, APRIL 15TH, 2025**

**TIME: 10:30 AM – 12:00 PM**

**LOCATION: L-108 AND** [**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**

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| Classified Senate President | Malia Kunst | 2024 – 2026 |
| Classified Senate Vice President | Carol Sampaga  | 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  | 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 (10:41) | 2024 – 2026  |
| Classified Senate Area Senator (3) | Adam Vincej | 2024 – 2026  |
| Classified Senate Area Senator (4) | Rachel Halligan (10:58) | 2024 – 2026  |
| Classified Senate Area Senator (5) | Arnice Neff (Absent) | 2024 – 2026  |

**Vacancies**

Treasurer

**Guests:** Dan Roberts, Maribel Flores, Shaneeka Thomas, and Judy Patacsil

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 2025-04-15 CSEN agenda – **Campbell** made a motion to approve the 2025-04-15 CSEN agenda.seconded by **Slatten**. There were 8 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
	* Approval of 2024-04-08 CSEN minutes (pending) - Pushed to next meeting
4. **Public Comment**
5. **Old Business:**

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| **#** | **Item** | **Time** | **Strategic Goal(s)** | **Accreditation Standard(s)** | **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** will reach out to committee members with terms ending in June.  | 1 | 3 | 4 | Sampaga |
| 2 | Professional Development – define categories and review/ draft a potential proposal Attachment: [CSEN Professional Development 4.10.25](https://sdmiramar.edu/sites/default/files/2025-04/csen_professional_development_4.10.25.pdf)The Classified Senate will do a second read at the May 6th meeting of the Classified Senate.  **Kunst** will invite Yvonne from AFT to a future meeting.  | 5 | 3 | IV | Kunst |

1. **New Business**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Time** | **Strategic Goal(s)** | **Accreditation Standard(s)** | **Initiator** |
| 1 | **TIME CERTAIN: 10:35 AM**CRM Presentation *Guest Presenter: Dan Roberts, Special Projects Manager*Attachment: [Classified Senate CRM Presentation 04152025](https://sdmiramar.edu/sites/default/files/2025-04/classified_senate_crm_presentation_.041582025.pptx)**Roberts** shared that CRM, Customer Relations Management system, is an 18-month project with 5 phases. Miramar will be using Element 451. Miramar is preparing for a drop in the 18-year-old students and the end of hold harmless. The CRM will help Miramar answer the question: how do students learn about Miramar? Data showed that we needed to focus on retention and SEO, search engine optimization. SEO strategy for CTE programs lead to a dramatic increase in web traffic. New students are uploaded to the CRM by the district. **Roberts** added that the CRM will lessen the information overload many students complain about by streamlining communication. There will be training for each department. **Roberts** estimates that the CRM will save about 20 hours of work for a department. **Roberts** added that students will get guidance for the next steps. For example, attending Jets Jumpstart or creating an Ed Plan. There will also be an early alert system to aid in retaining students and increasing student success. The CRM will also allow the college to easily maintain contact with Miramar alumni. **O’Connor** asked about how much more work this will create for classified professionals. **Roberts** expressed that now is the time with the most demands as the CRM is not fully implemented; however, there will be 3 levels of access: 1. CRM master with college-wide access 2. mid-level with more access than most folks, but limited in administrative access3. Everyday users will mostly check data, check automation, and update dates for events. **Roberts** added that each department will designate their CRM users. Additionally, **Roberts** notes that only students with Miramar as their college of record to receive Miramar marketing through CRM. The CRM aims to open the door and start connections and conversations.  | 20 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst/Roberts |
| 2 | **TIME CERTAIN 11:45 AM**UMOJA Presentation *Guest Presenter: Judy Patacsil, IDEA Committee Co-chair*Attachment: [Umoja Classified Presentation .pptx](https://sdmiramar.edu/sites/default/files/2025-04/umoja_classified_presentation_.pptx)**Patacsil** and **Thomas** – Asks that the Classified Senate support the creation of a taskforce to review the application process to establish an UMOJA program. UMOJA aims to support and enrich the academic and cultural experiences of African American students. This is accomplished through the creation and implementation of culturally relevant curriculum and events for Black and African American students. **Patacsil** added that Miramar College is the only community college in San Diego County without an Umoja program. UMOJA can bridge equity gaps facing the Black and African American students at Miramar College.**Pacheco** asked why is Miramar the only college without this program? **Kunst** responded that to have an UMOJA program, the college has to determine if it has the capacity to support the program and then apply for approval to have a program. **Sampaga** added that, currently, Miramar does not have the infrastructure to support this program, as Miramar does not have a core team. **Pacheco** inquired if establishing an UMOJA program would require new positions and would the college get funding for positions. **Patacsil** replied that UMOJA will match after the college demonstrates its commitment and that Miramar must provide funding for release time. **Kunst** added that this will be looked at by the Puente Feasibility workgroup. **Pacheco** made a motion to approve the request to investigate the feasibility of an UMOJA Program.Seconded by **Campbell**. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried. | 20 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst/Patacsil |
| 3 | Adding Land Acknowledgment to Campus Meeting Agendas**Kunst** shared that the Associated Student Government has requested that the approved college land acknowledgment be included on the agenda for and read at every committee meeting. There was consensus among the Classified Senate to include the land acknowledgement in agendas starting at the next meeting; however, members expressed that they would like to explore further action by the Classified Senate, especially restorative practices, in addition to an acknowledgement of Miramar College’s occupation of Kumeyaay land.  | 5 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst |
| 4 | **Second Read:** Technology Questionnaire for Classified ProfessionalsAttachment: Draft Technology Questionnaire for Classified Professionals<https://forms.office.com/Pages/ResponsePage.aspx?id=MWAMBLs6NUizDJ2IlVtMaZ9k9bnLVINHn5_rG4fL9QVUMEtBQlJZTVNGRlpPSElUTERBQklZUFpYMy4u>The technology taskforce presented the current questionnaire after implementing the feedback previously received from the Classified Senate. **Kunst** recommended keeping it focused on Miramar when discussing “Response time for technical support.” **Sampaga** added that there will be a narrative before the survey stating that this questionnaire pertains only to technology within the college. **Pacheco** suggested exploring the idea of creating an anonymous focus group moderated by Lisa Munoz. This focus group would not include members of college administration. **Pacheco** added that he discussed this with Lisa already and that she is willing to serve as a moderator. The focus group would be focused on areas of strength and weaknesses and looking at creating solutions while maintaining a safe space for technology employees to speak freely. **Whitsett** asked what the goal of this focus group is? **Pacheco** responded that the focus group will increase transparency and address issues raised by faculty and staff. **O’Connor** asked how we will bring this to the Tech Director and VPA? **Kunst** recommended sending the questionnaire to Xi Zhang in the research office. Once it has been approved, the survey can be sent out, ideally before the end of the semester. Once we have data and feedback from the focus group and questionnaire, the Classified Senate could provide a recommendation to the Technology Committee. If we cannot get the survey sent out till later in the semester, this data could be discussed at a summer retreat. **Pacheco** made a motion to approve the Draft Technology Questionnaire for Classified Professionals.Seconded by **Slatten**. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried.The task force will ask Xi Zhang to review the current questionnaire. | 10 | 4 & 5 | 3 & 4 | O’Connor/ Pacheco/ Sampaga |

1. **Committee Reports/Other:**
	* Executive Council
		+ President’s Report – Kunst
			- Fall Jets Jump Start - [**Jets Jump Start Participation Form**](https://forms.office.com/r/2zJNVMCDjk)
				* Mental health awareness of May 6th

Ask Kunst for a shirt if you want one

* + - * Elections Committee – [Nomination Form is live!](https://forms.office.com/r/jBkzVPpVV3)
				+ Nominations close on Friday
			* Lonnie Phan memorial brick
				+ The Classified Senate will oversee this
			* New DL process is live
				+ Send issues to Malia
				+ Malia Kunst, Steve Quis, Cheryl Barnard, Rachel Martinez, and Adrian Gonzales are the approvers

Only one approval needed

* + - * + If an email to the DL is not approved, the sender will be notified and provided the criteria for approval
		- Vice President’s Report – Sampaga
		- Treasurer’s Report – Kunst: Current Balance - $2080.78
			* Dues drive
	+ District Committees – Kunst
		- Board of Trustees – **The next Boad meeting is April 17th at Miramar in L-105.**
		- District Governance Council - **The next meeting is May 7th.**
		- District Budget Planning and Development Council – **The next meeting is May 7th.**
		- District Strategic Planning Committee – **The next meeting is May 14th.**
	+ Campus Committees
		- College Council – Kunst/Sampaga
		- Student Success Committee – Kunst/Sampaga
	+ Others
		- * Fund Committee carnival awards coming out for nominations in May.
		- SPAA Campus Rep – Herivaux
		- AFT Campus Coordinator – Moore
1. **Review of Action Items**
2. **Announcements**
3. **Adjournment**
4. **Next Scheduled Meeting**

Tuesday, May 6, 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



[**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