**SAN DIEGO MIRAMAR COLLEGE**

**CLASSIFIED SENATE MEETING** **MINUTES**

**DATE: TUESDAY, MAY 6th, 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 (absent) | 2024 – 2026  |
| Classified Senate Senator at-Large | Steven Slatten | 2024 – **2025**  |
| Classified Senate Area Senator (1) | Elizabeth Whitsett (absent) | 2023 – **2025** |
| Classified Senate Area Senator (2) | Adrian Acain (10:49) | 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 Slatten)** | 2024 – 2026  |

**Vacancies**

Treasurer

**Guests**

Eileen Fuerte, Xtopher Ruiz, Shelly Parks, Brett Bell, Randy Claros, John Abbot, and Matthew Cain

1. **Call to Order** - The meeting was called to order at 10:31 am.
2. **Permission to Record Meetings** – There was consensus to record the meeting.
3. **Land Acknowledgement -** We recognize that San Diego Miramar College sits on the ancestral homeland of the Kumeyaay people, who have lived in this area for well over 10,000 years, and we honor their past, present, and future connection to this land and its inherent connection to their identity.
4. **Approval of Agenda and Minutes**
	* Approval of 2025-05-06 CSEN agenda - **Campbell** made a motion to approve the 2025-05-06 CSEN agenda. seconded by **Slatten**. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
	* Approval of [2025-04-08 CSEN minutes](https://sdmiramar.edu/sites/default/files/2025-05/2025-04-08_csen_minutes.docx) - **Campbell** made a motion to approve the 2025-04-08 CSEN minutes. Seconded by **Sampaga**. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
	* Approval of 2025-04-15 CSEN minutes – approval of the 2025-04-15 CSEN minutes will be pushed to the 5/20 meeting.
5. **Public Comment**
6. **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) [PG Vacancy Report for CSEN for 2025-2026.docx](https://sdccd0-my.sharepoint.com/%3Aw%3A/g/personal/mkunst_sdccd_edu/Eehuk_w6VhlBtU-bRH2-wd0BUNSqGFRTN_Ih3qldIOwdSA?e=A4IwgO)**Kunst** encouraged Classified Professionals to sign up for a committee during the 2025-2026 academic year.  | 1 | 3 | 4 | Sampaga |

1. **New Business**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Time** | **Strategic Goal(s)** | **Accreditation Standard(s)** | **Initiator** |
| 1 | **TIME CERTAIN: 10:35 AM**Basic Needs Presentation *Guest Presenter: Shelly Parks, Basic Needs Coordinator*Attachment: [Basic\_needs\_presntation\_classified\_senate.pptx](https://sdmiramar.edu/sites/default/files/2025-05/basic_needs_presentation_classified_senate.pptx)**Parks** expressed that the mission of the Jet Fuel Resource Center is to ensure that students have basic needs required to persist and succeed at Miramar. Services provided by the Jet Fuel Resource Center include food distribution, personal hygiene products, household items, and clothing. **Parks** explained that there is a dedicated adjunct counselor who is available to meet with students and connect them to the resources they need. Basic Needs has also collaborated with other areas of campus to provide students with lockers, combination locks, showers, financial wellness workshops, and even impact grants for emergency funding for housing and transportation. **Parks** also provided data about Basic Needs direct impact on students, stating that 30,000 lbs. of food was rescued in 2024 alone. This is the equivalent of about 40,000 meals. Additionally, 94% of students who utilized Basic Needs resources are involved in another program on campus. Student data also showed that 35% of those who used the on-campus food pantry rely on the food pantry to feed them self and/or their family with an additional 57% using the food pantry to save money, and lastly 54% of users reported that they come to the food pantry since they cannot afford to buy enough groceries. The Jet Fuel Resource Center also has 97% satisfaction with customer service. **Parks** shared that there is an 18-month action plan, using data to direct decision making. She hopes that by expanding community relationships and cross-departmental collaboration, the college can continue to help access services that will help them succeed in college. In Fall 2025, there will be basic needs flex workshop that aims to help faculty and staff learn how to identify the signs that students are struggling with basic needs and how to be the bridge to help get them support. **Halligan** asked about where Basic Needs sources the hygiene products they provide to students**. Parks** responded that these items aredonated by Target.She added that they also receive a lot of water from Target and the rest of hygiene products are purchased by Basic Needs. **Sampaga** asked about the process for donatingNon-food items, specifically clothing. **Parks** responded that Basic Needs is only looking for professional or interview clothing at this time.  | 20 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst/Parks |
| 2 | **TIME CERTAIN 10:55 AM**Dual Enrollment Strategic Plan*Guest Presenter: Rand Claros & Matt Cain*Attachment:[DuE\_strategic\_plan\_presentation\_spring\_2025.pdf](https://sdmiramar.edu/sites/default/files/2025-05/due_strategic_plan_presentation_spring_2025.pdf)**Claros** and **Cain** shared that as the number of 17-year-olds in the United States is declining, Miramar is focusing on engaging High School students early and creating a pipeline to college for High Schoolers who otherwise may not go to college. Miramar has CCAP and MOU classes. CCAP classes are Miramar classes that are taught at a high school. MOU classes are Miramar classes taught at Miramar with some seats reserved for high schoolers. Miramar Dual Enrollment has grown by 52%. Additionally, FTE for CCAP classes is separate from the allocated FTE for a department. Dual Enrollment is seeking to create sustainable growth. Additionally, Dual Enrollment is also looking to bridge equity gaps. The participation gap for Black/African American students is about 9 students while the gap for Latinx student is 81 students. CCAP is working to increase knowledge of the program and reach families and students with specific marketing and events. **Cain** and **Claros** are also working with the ASC and SDUSD to create a pilot program with on-campus tutoring for CCAP. Ideally, in the future, there will be CCAP counselors and staff dedicated specifically to supporting CCAP students and professional development for CCAP faculty. **Bell** asked how does CCAP interface with strategic enrollment management and recommended that the Strategic Enrollment Management Committee include standing representation for CCAP. | 15 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst/Claros/Cain |
| 3 | **FIRST READ:** Program Viability ProcessAttachment: [Program Viability Process (PROASC Rec. 4.7.25)](https://sdmiramar.edu/sites/default/files/2025-04/program_viability_process_proasc_recommendation_04.07.25_draft_1.pdf)This item will be discussed at the May 20th meeting of the Classified Senate.  | 10 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst/Manley |
| 4 | Prioritization Processes Attachment(s):* [Ongoing (new) Discretionary Resource Prioritization Process](https://sdmiramar.edu/sites/default/files/2025-04/ongoing_discretionary_resource_prioritization_process.2_0.pdf)
* [Nuventive Resource Request Export Excel](https://sdmiramar.edu/sites/default/files/2025-04/nuventive_resource_request_export_100824.ongoing_0.xlsx)
* [One Time Resource Prioritization Process (formerly RFF)](https://sdmiramar.edu/sites/default/files/2025-04/one_time_resource_prioritization_process_0.pdf)
* [Facilities Resource Prioritization Process](https://sdmiramar.edu/sites/default/files/2025-04/facility_resourec_prioritizaiton_process.2_0.pdf)
* [Classified Hiring Resource Prioritization Process](https://sdmiramar.edu/sites/default/files/2025-04/classified_hiring_resource_prioritization_process_0.pdf)

**Bell** shared that these documents do not change the resource request process and exist only to clearly explain the processes. He added that all requests must be submitted in program, PR, review through Nuventive. Once PR is done, requests are extracted and sorted by type, one-time or continuous, and discretionary requests. Requests are then sorted by division and reviewed by the relevant VP. Then Dean and department chair get to rank their requests via a force ranking system. Finally, Executive Cabinet then reviews all requests. Facilities request is similar but are processed through Facilities, Health and Safety committee instead of BRDS. **Kunst** and **O’Connor** both expressed that they would like to have the Classified Senate involved in the process for Classified staffing requests. **Kunst** added that perhaps, the Classified Senate would create a taskforce to review rankings. **O’Connor** or **Kunst** will email **Bell** asking for Classified Senate to be added to the workflow at “Results of prioritization are provided to Executive Cabinet and PIER.” | 20 | 1, 2, 3, 4, & 5 | I, II, III, & IV | Kunst/Bell |
| 5 | **FIRST READ:** Final Recommendations of the Budget Process Workgroup Attachment: [Final Recommendations of the BPWG](https://sdmiramar.edu/sites/default/files/2025-04/final_recommendations_of_the_bpwg.pdf); [Future Goals and Questions](https://sdmiramar.edu/sites/default/files/2025-04/future_goals_and_questions.pdf) **Kunst** shared that a cross-constituency group created recommendations for clarity on budget processes. **O’Connor** recommended adding a section explaining the budget transfer process. The Classified Senate will have a 2nd read and vote on the approval of the Recommendations of the Budget Process Workgroup at the May 20th Classified Senate meeting.  | 10 | 3, 4, & 5 | III & IV | Kunst |
| 6 | Annual Planning Calendar Attachment: [Miramar Annual Planning Calendar-Cycle (PIER Rec 4.25.25)](https://sdmiramar.edu/sites/default/files/2025-05/miramar_annual_planning_calendar-cycle_2025-2026_pierc_recommendation_04.25.25_0.pdf)The Classified Senate will have a 2nd read and vote on the approval of the Miramar Annual Planning Calendar at the May 20th Classified Senate meeting. | 5 | 3 & 4 | IV | Miramontez |
| 7 | Lonnie Pham Memorial Brick Unveiling in Leave a Legacy Plaza (date/time TBD)Attachment: [Brick Design](https://sdmiramar.edu/sites/default/files/2025-04/lonnie_pham_brick_draft.pdf); draft program (pending)**Vincej** will pick up the brick later this week. **Vincej** will install the brick and will notify **Kunst**.  | 5 | 3 & 4 | III | Kunst |
| 8 | Elections Committee Update Voting is open. Announcement and ratification of election results will occur at the May 20th meeting of the Classified Senate.  | 2 | 3 | III | Kunst/Neff |
| 9 | Classified Awards and Year End Carnival UpdateThe Classified Awards and Year End Carnival will occur on June 4th at 10:30 am in front of the LLRC.  | 3 | 3 | III | Kunst/Neff |

1. **Committee Reports/Other:**
	* Executive Council
		+ President’s Report – Kunst
			- Yvonne will be attending the May 20th meeting of the Classified Senate.
		+ Vice President’s Report – Sampaga
		+ Treasurer’s Report – Kunst: Current Balance - $2,131.28
			- Pending donation from the Miramar President’s Office.
	* District Committees – Kunst
		+ Board of Trustees – **The next Board meeting is May 15th.**
		+ 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
		+ SPAA Campus Rep – Herivaux
		+ AFT Campus Coordinator – Moore
2. **Review of Action Items**
3. **Announcements**
	* **New Dean of Academic Services will be starting June 2nd**
		+ Sampaga is planning a reception on June 2nd at 11:30 am in L-108.
	* **4/10 June 2nd – August 8th**
		+ The district has stated that the week of Juneteenth, employees will be expected to work on Friday instead of Thursday or use vacation to take Friday off.
		+ For the week of the 4th of July, employees will be expected to work a 4/8 schedule.
		+ AFT has raised concerns about these directives. It is possible that these directives may change.
4. **Adjournment** – the meeting was adjourned at 12:09 pm.
5. **Next Scheduled Meeting**

Tuesday, May 20th, 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