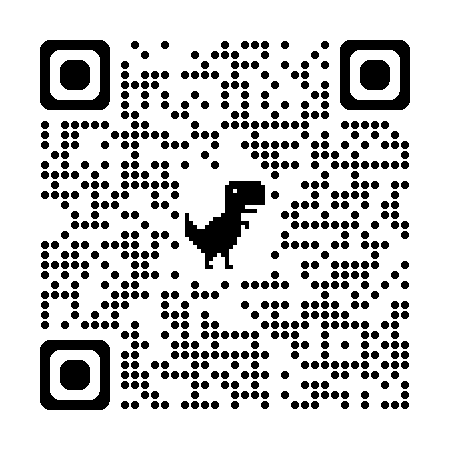
**SAN DIEGO MIRAMAR COLLEGE**

**CLASSIFIED SENATE MEETING MINUTES**

**DATE: TUESDAY, SEPTEMBER 2, 2025**

**TIME: 10:30 AM – 12:00 PM**

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

[**2025 – 2026 MEETING CALENDAR**](https://sdmiramar.edu/sites/default/files/2025-08/final_2025-2026_csen_calendar.pdf)

**Officers and Senators**

|  |  |  |
| --- | --- | --- |
| Classified Senate President | Malia Kunst | 2024 – **2026** |
| Classified Senate Vice President | Carol Sampaga (Zoom) | 2025 – 2027 |
| Classified Senate Secretary | Brenda O’Connor (Proxy: Slatten) | 2025 – 2027 |
| Classified Senate Treasurer | Elizabeth Whitsett | 2025 – **2026** |
| Classified Senate Senator at-Large | John Abbott | 2025 – 2027 |
| Classified Senate Senator at-Large | Bill Pacheco (Zoom) | 2024 – **2026** |
| Classified Senate Senator at-Large | Steven Slatten | 2025 – 2027 |
| Classified Senate Area Senator (1) | Eileen Fuerte | 2025 – 2027 |
| 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 (absent) | 2024 – **2026** |

**Guests:** Dianna Solares, Jill Nevarez, Carlos Pelayo, Yvonne Schmeltz

**Vacancies**

Treasurer

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 2025-09-02 CSEN agenda – **Slatten** made a motion to approve the 9-2-25 meeting agenda. Seconded by **Halligan**. There was no further discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
   * [Approval of 2025-05-20 CSEN Minutes](https://sdmiramar.edu/sites/default/files/2025-08/draft_2025-05-20_csen_minutes.pdf) - **Whitsett** made a motion to approve the 5-20-25 minutes. Seconded by **Slatten**. There was no discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
5. **Public Comment –** Tran shared about the [ASC's Fall Services](https://sdmiramar.edu/services/asc). Please share any ideas for collaboration.
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 2025-2026.docx](https://sdccd0-my.sharepoint.com/:w:/g/personal/mkunst_sdccd_edu/Eehuk_w6VhlBtU-bRH2-wd0BeT7rNbugHHAR6zPjIFVtIw?e=mQfhnK)  **Kunst** shared that we continue to make appointments to committees. We have a 70% fill rate. | Sampaga |
| 2 | Technology Questionnaire for Classified Professionals Report  Attachment: [Technology Questionnaire Report\_Final](https://sdmiramar.edu/sites/default/files/2025-08/technology_questionnaire_for_classified_professionals_final.pdf)  **Kunst** reviewed the results from the Technology Questionnaire that was done at the end of spring. She noted that we have requested for the results to be disaggregated by division. We anticipate reviewing that report at our next meeting. **Halligan** shared this is about what she expected. **Pacheco** felt this was a good start and shows areas to drill down on; he would like to see the disaggregated data. He asked if we have demographic data to see where the needs are. He also asked about access to the raw data. Kunst responded that only the Research Office has access to the raw data. **Kunst** will ask Xi about the demographic and raw data. | O’Connor/Sampaga/Pacheco |
| 3 | Classified Hiring Impact Rubric Taskforce – 2-4 people (follow up from Spring semester).  **Kunst** reminded everyone that we formed a small taskforce at the end of the spring semester to work with the VPA on developing the Classified Hiring Impact Rubric. We are moving forward on this, so it is, ideally, ready by November. Email **Kunst** with interest. | Kunst |

1. **New Business**

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| **#** | **Item** | **Initiator** |
| 1 | **TIME CERTAIN: 10:30 AM**  Update on 32-hour work week & CBA Contract  Attachments: [2025-2028 Classified CBA](https://sdmiramar.edu/sites/default/files/2025-08/2025_-_2028_classified_cba_august_7_2025_version_-_final_signed.pdf); [August 2025 Summary of Changes to Union Contract](https://sdmiramar.edu/sites/default/files/2025-08/august_2025_summary_of_changes_to_union_contract.docx)  Schmeltz reminded classified employees that they get two hours to meet with the union regarding the contract.  The Zoom meeting contract review dates are scheduled for:  • Tuesday, September 2nd, 2:00-4:00pm  • Wednesday, September 3rd, 9:30-11:30am  • Wednesday, September 3rd, 3:30-5:30pm  • Friday, September 5th, 9:00-11:00am    The Zoom link for all meetings will be: [https://sdccd-edu.zoom.us/j/84101645411](https://urldefense.com/v3/__https:/sdccd-edu.zoom.us/j/84101645411__;!!PwqFijg!v1jleHLFakevoARUOvceaJOoT8WCdMTGEzHZg9Us0cgQQEFJRjHP4G89r_DBLe2kZXG3KinXrho$)  Schmeltz shared that a tentative agreement has been reached to pilot a 36-hour work week this fall. The goal is to gain real data so that we can analyze the operational impacts of a reduced work week. The district claims it would be costly to backfill every position, but debatable, so need data. **Q:** What is the flexibility with the 36 hours? **A:** Unsure right now, leave that part up to the district. It is easier to negotiate without being stringent. **Q:** If it is a pilot, does that give the district an option to rescind later? **A:** Idea for pilot is to get real numbers; true cost-out. Try and make it happen; justify for the good of 36 hours. Be honest about your work in that timeframe. Allow space in RAF possible to facilitate. Also, language on remote work policy; direct supervisor is approver, similar to leave requests. **Q:** How diverse is the workgroup? Members from each campus? **A:** Not sure yet; the agreement has to go to the Board for approval first. Hopefully, ratified in September, workgroup forms, and pilot is ready by October. **Q:** Will the district prescribe 36-hour work week? **A:** Shouldn’t, but if happening, need to notify AFT reps. **Q:** What about split shifts? **A:** Projection question, ask at a zoom meeting. **Q:** Release time for professional development? **A:** Will use this to leverage time if needed. **Q:** COLA increase? **A:** Part of RAF; when we get public funds from the state, AFT gets a percentage for monetary gains. It happens every January. No further questions. Reminder for zoom sessions. **Schmeltz** will come back to another meeting to discuss funding for Classified Professional Development. | Schmeltz |
| 2 | **FIRST READ**: Miramar College Technology Plan  Attachment: [Miramar College Technology Plan May 2025](https://sdmiramar.edu/sites/default/files/2025-05/miramar_college_technology_plan_draft_may_2025.pdf)  **Kunst** reviewed the Miramar College Technology Plan. She reminded everyone that we saw this at the end of spring, but we will be doing a first and second read this fall. She encouraged everyone to take some time to read through it. **Pacheco** asked how we should send feedback. **Kunst** will send out a shareable document for feedback via comments. **Pacheco** shared that he is on the committee for the districtwide technology plan; email him any ideas. | Kunst/Hill |
| 3 | Classified Professionals – Professional Development Plan  Attachment: [Classified\_PD\_Plan\_Draft\_1](https://sdmiramar.edu/sites/default/files/2025-08/classified_pd_plan_draft_1.docx)  **Kunst** reminded everyone that we spent time defining professional development in the spring. Now, she would like to create a Classified Professionals Professional Development Plan; for us-by-us approach. The attachment is a template (produced by ChatGPT) that we can modify. She wants to start with a quick poll (not a survey) to get ideas, bring those back for discussion, and begin working on developing the plan. She encouraged everyone to think about something they could offer (like best practices for Teams, Microsoft Suites, AV, etc.). Also, think about ways we could incentive this, like a certificate of completion or a badge. **Pacheco** shared that the IDEA committee brainstormed an Equity Training/Certification. **Kunst** will send out the poll and bring the results back and we will go from there. | Kunst |
| 4 | Training for New Classified Professionals  **Kunst** shared that we have no formal training plan for new classified professionals. Mesa’s Senate has a Classified Training Institute that lasts their first semester/6months. She would like our senate to develop something within our capacity. Sampaga asked about the training additive in the CBA. **Kunst** will send Schmeltz an email to clarify the training additive. | Kunst |
| 6 | Dues Drive/Fundraising  Kunst shared that we would like to do a dues drive this fall and some fundraising to support our year-end Classified Carnival. We will work on a campaign to encourage monthly payroll deductions (and include a video tutorial). Also, want to be clear on what the benefits of paying dues are for our Classified Professionals. She asked if there were other ideas for fundraising. We have previously done restaurant fundraisers and thank you grams. Some suggestions included: Poker. Mocktails. Donations. Arts & crafts fair. GoFundMe. Automatic payroll deductions. Concession stands or a bake sale. Vending machine. **Kunst** will do some research on these ideas and report back. | Kunst |
| 7 | Review of Classified Senate Constitution and Bylaws  Attachment: [Classified Senate Constitution and Bylaws\_April2024](https://sdmiramar.edu/sites/default/files/2024-06/classified_senate_constitution_and_bylaws_april_2024.pdf)  **Kunst** did a quick review of the Classified Senate Constitution and Bylaws. She noted that she will bring a suggested change forward for our 9+1 implementation. She would also like to incorporate 9+1 in our College Governance Handbook. We will need to do some work this fall so we can provide examples to the campus of where 9+1 applies and then an informational roadshow in the spring. The other senates are engaging in these discussions as well and we hope to bring a joint resolution to the Board in the future. | Kunst |

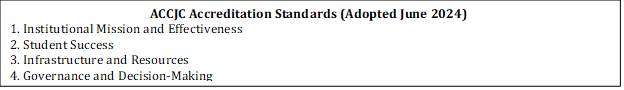
1. **Committee Reports/Other:**
   * Executive Council
     + President’s Report – Kunst, no report.
     + Vice President’s Report – Sampaga, no report.
     + Treasurer’s Report – Whitsett: Current Balance - $491.80 (checking); $22.55 (savings)
   * District Committees – Kunst
     + Board of Trustees – **The next Board meeting is September 11th.**
     + District Governance Council - **The next meeting is September 3rd.**
     + District Budget Planning and Development Council – **The next meeting is September 3rd. Whitsett** attended the 8/6 meeting. She reported we are being funded for last year’s unfunded FTES. Ending balances as of June 2025 will be available soon.
     + District Strategic Planning Committee – **The next meeting is September 30th.**
   * Campus Committees
     + College Council – Kunst/Sampaga - Met on 8/26; routine items. Expect report from Puente workgroup at the next meeting. Umoja workgroup is just beginning, so expect that report later in the semester.
     + Student Success Committee – Kunst/Sampaga - The next meeting is September 10th.
     + IDEA Committee – Pacheco – Met last week; Pacheco is the new co-chair.
   * Others
     + SPAA Campus Rep – Herivaux
     + AFT Campus Coordinator – Moore
2. **Review of Action Items -** highlighted in blue throughout.
3. **Announcements -** There were no announcements.
4. **Adjournment –** The meeting adjourned at 12:01 pm.
5. **Next Scheduled Meeting**

Tuesday, September 16, 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