

**San Diego Mesa College
Classified Senate
Meeting Notes**

Thursday, March 12, 2020
11:00 a.m. – 12:30 p.m., I4-402

ATTENDEES/ PROXIES	<i>Executive Officers</i>	<i>Ad Hoc Positions</i>
	Charlie Lieu, President	Danielle Short, AFT Liaison
	Eva Parrill, Vice President	Sahar (Mona) King
	Alicia Lopez, Senate Manager (absent)	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Naayieli Bravo, Member at Large (absent)	
	<i>Senators</i>	
	Elizabeth Jones	<i>Attendees</i>
	Amara Tang (absent)	Catherine Cannock
	Marco Chavez (absent)	Johanna Aleman (absent)
	Ana Fuentes (absent)	
	Jennifer Osborne (absent)	
	Cynthia Purnell (absent)	
Anda McComb		

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Charlie Lieu, Senate President, at 11:00 am and welcomed all attendees.
-------------------	--

Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> January 23, 2020 – Tabled February 13, 2020 – Tabled February 27, 2020 – Tabled
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
•	•	•

Agenda Item 3: Welcome/Introductions:

DISCUSSION	<ul style="list-style-type: none">• The meeting was called to order by Charlie Lieu, Senate President, at 11:00 am.
-------------------	---

Agenda Item 4: Executive Board & Senator Reports:

DISCUSSION	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none">• 3/4/2020 DGC Recap- Topic discussed is Coronavirus. We are implementing phase one: onsite classes moving to online format for two to three weeks, from March 16th – April 6th. Faculty will work with instructor and team to convert classes online. All nonessential travel and events will be cancelled. Vacation to Japan, Europe, cancelled. Large group meetings are cancelled. Small groups meetings are still going on, but are fluid at this time. Some small events have been cancelled.<ul style="list-style-type: none">○ Email this morning regarding possible workplace/schools shut down. Campus recommends to not bring children to work. If you have to stay home with your child, do so, and communicate with the supervisor. We will get more communication from VPs and President. We will see what happens next.○ We are still asked to show up at work. Start thinking how you will work from home (Zoom, external hard drive, Dropbox, Google Drive, etc.). Think of projects that you can work on at home that you can still get credit for. Danielle Short shared that we cannot be forced to work from home. If there is stuff you can do from home, do start thinking of this, but do not panic if you cannot (come up with something). Hopefully, at the board meeting at District these concerns will be brought up and addressed with the Chancellor and the Board of Trustee. In the meantime, wash your hands and practice safe hygiene.<ol style="list-style-type: none">1. If your site is opened and part of the campus is closed, you are still required to come in and work. If you choose not to work, you must utilize your leave and if sick, your sick leave.2. Eva – Concerns from the LRC: if part of the campus closes and those people [who do not come in] get paid, and we are working and get paid, is this fair? Facility inquired if everyone comes to the LRC, are we still safe from the virus, as we are grouping everyone
-------------------	---

in the Library (LRC). How is this safe? Because if you shut down part of the campus and leave the other part open, the exposure is still there. Danielle Short – Traditionally, if they close down the campus, they close the whole campus down.

3. Elizabeth inquired about working remotely. If we incur expenses, will we be reimbursed? Danielle Short – There is nothing negotiated out. Traditionally, we have tried to negotiate people working from home, but there have been concerns about liability and time keeping.

- Special Board Meeting at the district tonight at 5:30. The point of the meeting tonight is to discuss the powers to be given to the Chancellor, the power to close the campus.
- Practice safe hygiene and stay home if you are sick
- Visit district's site for new updates:
www.sdccd.edu/coronavirus
- New plan to combine Vice Chancellor of Student Services and Vice Chancellor of Instructional Services to form a new position of Vice Chancellor of Educational Services. Those two positions will be eliminated to form the new position. There will be a search committee to look for a person for this position.

- **3/11/2020 District Budget Recap-** Review of FON – Faculty Obligatory Number- taking a look at where Mesa, Miramar and City stand. Miramar is underrepresented in terms of Full time (FT) faculty member. They are looking at ways to keep everything intact and in balance across institutions.
- We are in a deficit of 9.6 million dollars, which led to the hiring freeze and expense reduction, and advocacy work in Sacramento. District will look at books and see where we continue with expenses.

b) Vice President- Eva Parrill

- **3/3/2020 PCAB Recap-** Last meeting was March 3rd. The highlight at that point was the Coronavirus when it was in the early stage. The BARC committee ranked request received and sent to President Pam [Luster] for review and approval. Enrollment review closed for regular sessions. 98.8% reached for enrollment, late start classes still enrolling.
 - Mesa Pathway – group meeting and discussed how to communicate with each other and the campus. Timeline for this – send out regular emails and have mixers.
 - Plan Mesa 2030 document report. There will be interviews around campus. Classified professionals may receive email or communication to be interviewed by consultant, or may hear from the supervisor to provide information for this. There is plan for additional data collection around campus

- **3/9/2020 Academic Senate Recap-** Spent considerable amount of time discussing Mesa Instructional Council (MIC) proposal. Some faculty expressed concern about representation – is there enough? What is the council for, its goals and objective? Charlie Lieu asked Eva if they approved the council (MIC)? There was a motion to approve it as written and to present at the beginning of March that failed. Another motion to express concerns about the council (MIC) was approved. When Alan (Goodman) attended this meeting he noticed Classified Professionals (CPs) were not included. Was this added in? Eva shared that no, it was not added in. Comments were sent to VPI Isabella (O’Connor), updates have not been sent. We do not know how she will change the proposal. Charlie Lieu then shared that we will continue to monitor and send representative to Faculty Senate to ensure CPs are represented.
 - Presentation at Academic Senate: Katie Palacios – resources for faculty for online teaching – Distant Ed Online course rubric for designing course from scratch. Resources for faculty being requested to move courses online. Send faculty to the Loft for assistant to move courses online.
 - **Classified Senate Scholarship Winners-** There were 23 applicants but 19 who were eligible, and four winners [out of the 19] were chosen as the award recipients. Two contract position (Amy Bettinger and Alan Goodman) and two part-time positions (Chuc Le, and Luiza Catharina Barreto Rodrigues). We will invite all of our winners to stop by the Senate. We will send out notice to the winners, but will hold up for a week or so, because we are not sure we will have the scholarship banquet with the current situation. We will play it by ears on what the Student Affairs Scholarship committee sends out for their scholarship banquet.
- c) Senate Manager- Alicia Lopez
- No Report
- d) Treasurer- Alan Goodman
- No Report
- e) Member at Large- Naayieli Bravo
- **Scholarship Banquet Gift Basket-** Traditionally, the Classified Senate submits one. Last year we did an opportunity drawing basket. This creates funds for the event. Think of ideas to share with Naayieli Bravo (ex: \$80 basket, can be any idea). Last year the biggest hit was an ice cream maker as a giant ice cream cone from Outreach. We will table this for now.
- f) Senator Reports
- Elizabeth shared an update on Admissions regarding late census and submission of the late census.

	<ul style="list-style-type: none"> Catherine Cannock shared an update that the IRL has laptops (must be checked out) for students to take, if needed, and free printing for students. The free printing is being offered in light of the current situation. For EOPS and Puente students, we have a setup for them and you can just send the students our way. <p>g) Ad-hoc Reports</p> <ul style="list-style-type: none"> No Report <p>h) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> No Report 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 5: Committee & Department Reports

DISCUSSION	<p>a) Professional Learning (Parrill)</p> <ul style="list-style-type: none"> Reading Apprenticeship Conference- Parrill shared 3CSN is hosting a conference for leadership on Reading, Apprenticeship, and Equity. <ul style="list-style-type: none"> Typically used by tutors to guide students on how to read comprehensive textbooks. This year they are offering a tract for student services employees to help students get a better understanding of the forms they are filling out. It is May 1st and 2nd, in Sacramento, CA. We have Classified Block Grant Funds (CBGF) available. We can discuss the use of this funds at another meeting. Ask people in Student Services to see if they would be interested in attending the workshop, and send the list to Eva. Registration is \$100. The majority of the expenses is food, lodging, and travel. We can look at allocating \$500 – 700. There is also AFT funds to be used. We a Student Services Council meeting with all the managers coming up; we want a real cost number to give them. From the rest of the Senate, we want to know is this worthwhile? Be ready to vote on this at the next meeting. <p>b) Mesa Pathways (Lopez, Lieu)</p> <ul style="list-style-type: none"> 3/11/2020 Mesa Pathways Recap - Mesa Pathway meeting was yesterday, I (Charlie Lieu) did not attend. Alicia attended on behalf of Charlie and will report at next meeting what was discussed. <p>c) Student Equity (Aleman)</p> <ul style="list-style-type: none"> CS Volunteers at Farmer’s Market, Thurs. 3/19 (noon – 3:00 pm)
-------------------	--

	<ul style="list-style-type: none"> ○ As a Senate, we are looking at volunteering at the Farmer’s Market next Thursday [3/19/2020]. The Farmer’s Market is still going on, but we could hear that it is cancelled. Until further notice, we will see what happens. Charlie will talk to Johanna [Aleman] to get an update and we are leaning towards moving this volunteer event to a later date. Keep in mind that even though classes [may] be cancelled, student still have food insecurity. Who will help them? This is where Classified Professionals come in.
--	---

Agenda Item 6: Activity Reports/Updates/Activities

DISCUSSION	<ul style="list-style-type: none"> a) Classified Leadership Institute Conference – June 11-13 (Parrill)
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a

Agenda Item 7: New Business

DISCUSSION	<ul style="list-style-type: none"> a) New Outstanding Department of the Year Award- (Tabled) b) Vote to approve use of Block Grant Funding for CLI Conference (Parrill)- Block Grant Funding and using it for CIL Conference. We need approval of the Senate to pay for funding of this trip. Eva- we typically send a few people each year. It is in Riverside. We would need to pay for mileage, hotel, and food. The cost is \$1,500. We requested funds from AFT. AFT asked if we can get campus to pay. Our proposal is to request \$500 per person from Classified Professional Block Grant, to vote and authorize the use of the Block Grant to pay for half of the cost and AFT to cover the other half. Are we in favor of using Block Grant to pay for this? Yes – if permitted to travel. Yes – Eva, Elizabeth, Charlie, and Alan. Who oversees the funds? A small group of us in the Senate has agreed. If they need an actual motion, we will bring it back to take a vote. c) 4CS Membership Fees- This group does advocacy for Classified Professional. The fee is \$100 for membership. We need approval to allow Classified Senate to pay the membership fee. Eva makes first motion, Elizabeth second it. All in favor, Yes. d) Counselor Kristy Carson to visit CS 3/26 – Online Career Ready Guide- Next meeting, Kristin Carson from the Career Transfer Center will talk about online career Readiness guide. It is in modules and is an online learning resource we have access to. e) Classified Gift Options- All of our Classified Professional luncheons (scheduled for May 20th) are up in the air. We will address with Pam
-------------------	--

	to see if we will move forward. Eva and I met with Culinary Director, Tonya Whitfield. She gave us some samples. We have created an electronic invite with save the date. It is a Hollywood theme. We will create a program based on this theme. The save a date will be sent to the VPs. On this note we will conclude our meeting, today. If I hear new word, I will relay to you all. Stay safe and dry. Keep me posted with questions you want me to address with higher ups.
--	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 8: Old Business:

DISCUSSION	<p>a) Name Tag Project Update (Lieu)- This is ongoing and is a task by President Luster and the Office of Communication department. There was some confusion from the Office of Communication. The first design did not look like or agree with what we said (ex: choosing to have first name, last name initial). [Instead], the nametag will include the full first name and the full last name, title position, and department. We are tasked to pick a design we like [for the name tag]. Consensus was for design 1A.</p> <ul style="list-style-type: none"> ○ When we discussed as a Senate, we shared valid concerns of Classified Senate not wanting last name or title on the nametag. Titles do not help students as much [as a name]. We shared concerns; we can talk with President Pam [Luster] at meeting next Thursday, to see if any changes will occur. The nametag is gold plated, with rounded edges, and has three lines, not including the college name. ○ Rollout process questions- Use Google sheet with everyone’s name – should we continue this process or create a general google form and have people fill it out and send it in? <ul style="list-style-type: none"> i. For efficiency wise, Google form, but there can be discrepancy with titles. Having a form is better because it will provide feedback. ii. Inquiry regarding Classified Professionals (CPs) working in different departments with multiple titles. The nametags are only for fulltime CPs. If a faculty ask for one, they should consult with his/her Dean. Mesa asked for a quote for 300 nametags. This includes CPs, managers, and supervisors. Deans are included in this because of funding coming from Administrative Services. iii. There are pros and cons to each one, Google general form can get messy real fast and [become] confusing versus going to people. The Google sheet is final. Are
-------------------	--

	<p>we [in agreement] with this? Answer given – Yes (Charlie, Eva, Elizabeth, Mona, Alan).</p> <p>iv. Until we have meeting with [President] Pam [Luster], hold off on collecting information. If you want to talk with people, that is fine. We want to [first] share our concerns [with President] Pam [Luster]. We have [the nametags] in the books and it is paid for.</p> <p>b) Classified Employee of the Year Award Process (Goodman/Bravo)- In the past, Lynn Lasko from Business Services was tasked with this. Lynn Lasko retired and is no longer running the award [show]. I spoke to the point person at district, and they said the Classified Senate at Miramar and City manages this. The current process is all paperback. The district point person said we can take nominations and ballots online. Naayieli Bravo and Alan Goodman are tasked with this. Start thinking how this process will work, whether we will use Google form or Survey Monkey. This particular award is only voted on by Classified Professionals (no managers, supervisors, or deans).</p> <ul style="list-style-type: none"> ○ Check to see if we can do an anonymous survey. Check with Hai Hoang or Anda McCombs. She may have a lead on how to do this or if this is possible. There is a search request we will put in for this. ○ Miramar does a department of the year award. I thought we can put in for the future to do this. The Senate decides who the Department of the Year award will go to. This is an idea we can implement. Maybe have is coincide with Classified Professional Employee of the Year.
--	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 9: Announcements/Events:

DISCUSSION	<p>a) Classified Senate Volunteers at Farmer’s Market – 3/19 (noon – 3:00 pm) @Front of BT</p> <p>b) Mesa Jump Start 3/21 8:30 am – 12: 00 pm</p> <p>c) AFT Cesar Chavez Day Softball Game – 4/6 (11:00 am – 3:00 pm) @Mesa Softball field</p> <p>d) Canyon Day 4/11 (9:30 am – 11:30 am) @Tecolote Canyon</p> <p>e) District Professional Development Opportunities</p> <ul style="list-style-type: none"> • Microsoft Office Trainings/Which training is right for you • Spring 4 hour Classified Workshops • March/April Classified Workshops
-------------------	---

Agenda Item 10: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> No Report
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a

Agenda Item 11: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> March 26, 2020, 11:00 am - 12:30 pm, Location: I4-402
-------------------	---

Agenda Item 12: Adjournment:

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned at 12:30 pm
-------------------	---

Taken by Elizabeth Jones

Submitted by Alicia Lopez, Senate Manager

Approved on: 8/27/2020