

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

Thursday, April 9, 2020  
11:00 a.m. – 12:30 p.m., Virtual Zoom

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

**Agenda Item 1: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was called to order by Charlie Lieu, Senate President, at 11:08 am and welcomed all attendees.</li> </ul>
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**Agenda Item 2: Review and Approval of Minutes:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• <b>January 23, 2020 – Review</b></li> <li>• <b>February 13, 2020 – Tabled</b></li> <li>• <b>February 27, 2020 – Tabled</b></li> <li>• <b>March 12, 2020 – Tabled</b></li> </ul> <p>First Motion to approve by Danielle Short, Second Motion approved by Ana Fuentes. All in favor. January 23, 2020 Minutes approved with no objections at 11:08 am.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>upload minutes</li> </ul>	<ul style="list-style-type: none"> <li>Alicia</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

**Agenda Item 3: Welcome/Introductions:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Charlie Lieu, Senate President, at 11:08 am and all wished Happy Birthday to April Birthdays - Amara Tang.</li> </ul>
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**Agenda Item 4: Executive Board & Senator Reports:**

<b>DISCUSSION</b>	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> <li><b>4/07 PCAB Recap-</b> All classes have been transitioned to online at a fast speed. The LOFT team was recognized for their work in completing a challenging task in a short timeframe. <ul style="list-style-type: none"> <li>There was also a special recognition given to the Mesa Tech team and Facilities crew. Thanks to Mesa Tech for getting 163 laptops to students and 123 laptops to faculty and staff. A technology request form is for students is available on the COVID 19 website.</li> <li>Recognition was given to Student Online Tutoring for transitioning all tutoring online.</li> <li>Scheduling for summer is being worked on for only online classes.</li> <li>Student Services- Online resource website is now available for all remote student services and an email will be out soon.</li> <li>COVID-19 Emergency Relief Fund included contributions from AS, Foundation, and Mesa donors. About 50-60k total funds raised so far and 2,051 student applications submitted. Students may apply for a \$150 grant and the process for selection is based on a lottery process. Applications are reviewed, entered to lottery, drawn from the lottery, and issued a check. Students not selected will get added back to the lottery pot, which is rolled out weekly.</li> <li>Student Services Issued EW (Excused Withdrawal)- this is available as a response to COVID-19 if they drop or withdraw between 3/9-5/8. Students must check with financial aid before dropping a course. Refunds for EWs will be processed between 3/9-5/8.</li> </ul> </li> </ul>
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- Commencement is cancelled as well as the Scholarship Banquet. Other virtual options are being explored to honor all for their achievements and are working closely with Office of Communications.
- **4/08 DGC Recap-** State Budget and Federal Stimulus Funding was discussed at DGC. Higher education allocation amounts are based on pell grant levels.
  - State Budget was will be received by the district sometime in May in the amount of 14 million. Half will go to students and half to discretionary items, no guidelines provided yet. The budget for next year is on hold. Danielle Short, AFT Liaison, commented to expect significantly reduced budget/and no COLA increase. Charlie then added that we do not know our budget for next year and federal income tax has been delayed which plays a role in our funding.
  - Enrollment-expect a surge in enrollment in coming months but now getting less resources on budget. District is aware and doing its best to navigate all.

**Questions were brought up about campus and remote work updates.** Brandon Terrell mentioned that staff can get remaining items needed by working with your supervisor and dean. Danielle Short mentioned that now would be the best time to work with supervisor about getting materials such as ergonomic items one has on campus to take home that will help make you more comfortable to work from home. Danielle expressed to all “do your best to work from home within your work hours schedule but expectation is not the normal business items while we are in this transition.” She expressed that if any issue come up to speak to her or Jim, AFT.

- **Equity-Minded Student Services in the Online Environment Recap-** Several Mesa community members attended a webinar by Dr. Frank Harris III and Dr. J Luke Wood. Subject matter experts shared advice on being equity minded in the COVID-19 context such as providing digital equity for students to be part of a learning environment. The practice is to look at the challenge and support model and be aware that intensities of issues before the pandemic have compounded even more as a result of the pandemic. We must create a virtual student success environment more now as that is our only means to connect. We must be responsive and work with our instructional colleagues to support success of students while being mindful of 4 salient issues: digital access, basic needs insecurities, access to campus resources, and balancing conflicting demands of home and school.

b) Vice President- Eva Parrill

- **4/6 Academic Senate Recap – (Tabled)**
- **Classified Senate Scholarship Update –** Parrill shared that

scholarship was awarded to four individuals, 2 full-time and 2 part-time. Recipient names are Amy Bettinger, Alan Goodman, Chuc Le, and Luiza Catharina Barreto Rodrigues. There were 23 applicants in total.

c) Senate Manager- Alicia Lopez

- Career support is being offered to students with unemployment assistance. Students may schedule a career counseling appointment at the Career Center and receive support with unemployment.

d) Treasurer- Alan Goodman

- **4/8 District Budget and Planning Recap** – No updates on our budget. Can't get checks for the mail yet will provide more updates at later date.
  - District Budget Council and planning- 14.6 billion stimulus check just for colleges. 2020-2021 COLA is slim to none because things are going to get tight with the budget. Retirement incentives were provided and if an incentive was taken for a temporary or permanent position then it is a possibility that the position will not be rehired/may be gone forever. Danielle Short, AFT Liaison, commented that SERP only helps the district save money if a position does not get filled to avoid a worse result.

e) Member at Large- Naayieli Bravo

- No report

f) Senator Reports

- Admissions- Elizabeth Jones shared that priority registration begins May 4<sup>th</sup>. Open registration begins May 18<sup>th</sup>. Amara Tang shared that Career Center Career Ambassador Program is restructuring as a response to COVID-19 to support remote services with online peer-to-peer resume and cover letter assistance. The Transfer, Career, and Evaluations Office is piloting a ChatBot online support on the website for all three areas.

g) Ad-hoc Reports

- No Report

h) AFT Liaison Report- Danielle Short, JD

- Jim Mahler sent out an email about current working proposal, negotiations will begin, and suggests for people to look through it. She mentioned that an added incentive for extra work such as outside projects and outside duties is being discussed for the current working proposal. Des will be presenting in the future on unemployment and student loan reliefs.

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

**Agenda Item 5: Committee & Department Reports**

<b>DISCUSSION</b>	<p>a) Professional Development (Parrill)</p> <ul style="list-style-type: none"> <li>• <b>ClassiCon-</b> Parrill shared committee is moving forward with virtual offerings for ClassiCon.</li> <li>• <b>Badge Program-</b> this is available through the LOFT for all classified professionals looking to learn more.</li> </ul> <p>b) Mesa Pathways (Lieu)</p> <ul style="list-style-type: none"> <li>• <b>4/8/2020 Mesa Pathways Recap</b> - Charlie Lieu shared that committee leads discussed key areas to tackle on course mapping and potentially putting a pause on all workgroups for when we return to campus. They are putting together a discussion plan for the 3 weeks before the fall semester.</li> </ul> <p>c) Student Equity (Aleman)</p> <ul style="list-style-type: none"> <li>• <b>COVID-19 Emergency Relief Fund Application Process-</b> Applications are being reviewed. Encourage all students who may benefit to apply.</li> </ul>
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**Agenda Item 6: Activity Reports/Updates/Activities**

<b>DISCUSSION</b>	<p>a) Mesa COVID-19 Update and Resources site</p> <p>b) Student Services Online Resources Hub</p> <p>c) Classified Leadership Institute Conference (TBD)</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 7: New Business**

<b>DISCUSSION</b>	<p>a) <b>Mesa COVID-19 Emergency Fund for Students (Lieu)</b>-Idea of sending a virtual card or printed picture similar to a postcard to be sent in the mail or virtually as a fun gesture to the campus community to support the emergency fund.</p> <p>b) <b>Union Member Relief Program-</b> Worker Hunger Relief Program- COVID 19 Response</p>
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	<p>c) <b>Classified Senate Fundraising for COVID-19 Emergency Fund (Lieu)</b>- Idea of sending a virtual card or printed picture to the campus community to support the emergency fund. Ideas are on the table and more ideas to support the fund are welcomed.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 8: Old Business:**

<b>DISCUSSION</b>	<p>a) Name Tag Project Update (Lieu)- <b>(Tabled)</b></p> <p>b) Classified Employee of the Year Award Process (Goodman/Bravo) <b>(Tabled)</b></p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 9: Announcements/Events:**

<b>DISCUSSION</b>	<p>a) District Professional Development Opportunities</p> <ul style="list-style-type: none"> <li>• Setting Up Your Home Work Station</li> <li>• Guide to Proper Stretching</li> </ul> <p>b) 10 Blunders to Avoid on Zoom</p> <p>c) 13 Zoom Video Chat Tips, Tricks and Hidden Features</p>
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**Agenda Item 10: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Resources available and shared during the meeting are the following: <ul style="list-style-type: none"> <li>a) College Buys - Mobile Internet <a href="https://shop.collegebuys.org/coolpad-surf---mobile-internet-1999monthly-p9355.aspx">https://shop.collegebuys.org/coolpad-surf---mobile-internet-1999monthly-p9355.aspx</a></li> <li>b) Spectrum (Charter) Internet Free Access Information: To enroll call 1-844-488-8395 <a href="https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more">https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more</a></li> <li>c) Mesa COVID-19 Resources link (see Internet Access section) <a href="https://www.sdmesa.edu/student-services/student-services/ss-home-">https://www.sdmesa.edu/student-services/student-services/ss-home-</a></li> </ul> </li> </ul>
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	<p><a href="https://www.mesa.edu/page/Mesa%20College%20COVID19%20-%20Community%20Resources%20list%2003.16.2020.pdf">page/Mesa%20College%20COVID19%20-%20Community%20Resources%20list%2003.16.2020.pdf</a></p> <ul style="list-style-type: none"> <li>Zoom articles <ul style="list-style-type: none"> <li>a) <a href="#">10 Blunders to Avoid on Zoom</a></li> <li>b) <a href="#">13 Zoom Video Chat Tips, Tricks and Hidden Features</a></li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 11: Next Meeting:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>April 23, 2020, 11:00 am - 12:30 pm, Location: Virtual on Zoom</li> </ul>
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**Agenda Item 12: Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 12:30 pm</li> </ul>
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Taken by Alicia Lopez  
Submitted by Alicia Lopez, Senate Manager  
Approved on: \_\_\_\_\_ 5/28/2020 \_\_\_\_\_