

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

Thursday, April 23, 2020
11:00 a.m. – 12:30 p.m., Virtual Zoom

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 (absent)
	Alicia Lopez, Senate Manager	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Naayieli Bravo, Member at Large	
	<i>Senators</i>	
	Elizabeth Jones	<i>Attendees</i>
	Amara Tang	Brandon Terrell
	Marco Chavez	Maggie Haddad
	Ana Fuentes	Catherine Cannock
	Jennifer Osborne (absent)	Ellen Engels
	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 11:05 am and welcomed all attendees.
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> February 13, 2020 – Review February 27, 2020 – Tabled March 12, 2020 – Tabled April 9, 2020 – Tabled <p>First Motion to approve by Brandon Terrell, Second Motion approved by Marco Chavez. All were in favor. February 13, 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"> upload minutes 	<ul style="list-style-type: none"> Alicia 	<ul style="list-style-type: none"> n/a

Agenda Item 3: Welcome/Introductions:

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

DISCUSSION	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> 4/21 PCAB Recap- District is discussing tier approach on how to return to campus and possibly opening campus. The tier approach could possibly be a flex schedule. Discussions are open on the process. All would come back in phases either by groups, departments, etc. The Board of Trustees and the Chancellor will make the decision on when to reopen campus. <ul style="list-style-type: none"> ○ The PIE Committee decided to cancel Program Review for the 2020 and a proposal is in place for postponing Program Review in 2021. ○ Instructional Update- There is a reduction in the number of course offerings for the summer. A total of 44 sections were reduced and are trying to avoid scheduling classes that are challenging to transition to online formats. They are working on transitioning architecture and lab courses this summer to prepare for the fall semester since these courses are not easily translated online. There were more student drops for the spring semester. FTEF reduction in the fall. ○ IEPI Peer Resource Team Update- An IEPI Peer Resource Team (PRT) is going to visit Classified Senate in support of our efforts to meaningfully integrate Equity and Pathways into our Mes2030 planning. They want to learn how we are integrated on campus which will be in the first visit on April 29th, and then offer ideas on how we can move forward which will be a second visit in the future. <p>b) Vice President- Eva Parrill</p> <ul style="list-style-type: none"> 4/13 Academic Senate Recap – A resolution was passed to support textbook affordability to go to the Chancellor’s Office. Many resources were shared among faculty. They discussed next year’s
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budget. The CARE ACT- 14 million to the district is being split between 4 campuses. A lot of the budget is based on taxes which are not due until July, this was an extension. No COLA increases and the cost of classes will be cut. A possible recession on the horizon and during a recession enrollment typically goes up during that time. There is a lot of uncertainty.

c) Senate Manager- Alicia Lopez

- No Report

d) Treasurer- Alan Goodman

- No updates on our budget. We haven't spent money and if there are any checks that need to be deposited, they are still at campus mail room waiting to be picked up. Will try to get the checks in the next 1-2 weeks and will have an update on the accounts at the next meeting.

e) Member at Large- Naayieli Bravo

- No report

f) Senator Reports

- Admissions- Elizabeth Jones shared that a Pass/No Pass option is being offered to students and they can submit a petition through the district website. This option is being given until May 8th and the same for EW's.
- Ana Fuentes shared that campus custodian are continually disinfecting due to campus closure. The grounds continue to maintain and take care of items.
- Anda McComb shared that Outcomes Assessment will continue as usual.

g) Ad-hoc Reports

- No Report

h) AFT Liaison Report- Danielle Short, JD

- Danielle presented on CARES ACT and student loan debt which is suspended as of early March until end of September. Income driven payments will count as well and recommends all to check their student loan accounts. There are unemployment payouts of \$600 for independent contractors like Lyft. Those who work as independent contractors can apply for unemployment. Any NANCES let go can apply for unemployment as long as they are an AFT member then AFT will provide assistance. Telework law changes due to the flexibility of telework. Paid sick leave and family leave is available for those affected by COVID-19. She and Jim Mahler are available for any questions regarding flexibility in telework.

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

Agenda Item 5: Committee & Department Reports

DISCUSSION	<p>a) Professional Development (Parrill)</p> <ul style="list-style-type: none"> • 3CSN Wayfinding Online Zoom Series- Parrill shared 3CSN.org offers weekly Zoom meetings for classified professionals from across the state and discuss the different issues and topics they are currently facing. They are not webinars but more interactive discussions. Free resources are shared on increasing office skills. <p>b) Mesa Pathways (Lieu)</p> <ul style="list-style-type: none"> • 4/22/2020 Mesa Pathways Recap - The committee leads discussed progress on the different workgroups. A “mapping contract” between faculty and Counseling Department is being developed on course mapping. This will provide general guidelines on navigating different course paths. This mapping form will be distributed to departments so they can fill it out. The tentative date to collect all the maps will be October 15th. Each workgroup is wrapping up this year’s work and starting to plan for next year and assessing needs for next year. • Mesa Pathways budget update- a majority of budget was spent on coordinators’ salary at Summer Institute. About \$181,055 of budget was spent on elements for improving processes and procedures. <p>c) Student Equity (Aleman)</p> <ul style="list-style-type: none"> • No Report
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Agenda Item 6: Activity Reports/Updates/Activities

DISCUSSION	<p>a) Campus Community Forum #2 – 4/23 at 1 pm</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 7: New Business

DISCUSSION	<p>a) Classified Hiring Priority (CHP) Committee (Engels)- Ellen Engels is part of the committer and she shared with the group that it’s always</p>
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	<p>important to look at the list of priority hiring while there is no hiring for next year, it is good to have the list ready to go. The committee is editing their forms to encourage requestors to address equity more directly. A rubric was added to support. The hiring priority requests are submitted during program review data. Currently, we are in a time of uncertainty, we must have the hiring priority list ready to go. People must complete one position request per form. The scoring is done holistically. Position requests can't be used for reclassification. The president has the final say and at her discretion can move positions up on the priority list. The decisions made around this are always transparent; position then would be offered to Human Resources to list the position at SDCCD jobs website. Positions that scored the highest offered a lot of detail and incorporated equity on a larger scale.</p> <p>b) Classified Appreciation Week (5/18-5/22)- (Lieu/Parrill)- The district Human Resources acknowledged classified professionals. While we can't have a lunch appreciation, we can plan virtual events. The classified senate executive team met to brainstorm some ideas on virtual events such as offering a health and wellness activity, coffee hours, staying with the original movies theme idea, doing a Padlet activity of some sort. New ideas are welcomed and a planning team of 3-4 is needed. Brandon, Eva, Amara, and Catherine volunteered to plan. The next meeting date is May 14th but there will be a pre-meeting on May 4th where further discussion of ideas will be developed and a flyer will be created.</p> <p>c) Classified Service Awards Virtual Event- The service awards for classified professional event is postponed.</p> <p>d) Classified Employee of the Year Award- President Luster will bring back to district if we get approval to create a virtual opportunity. District classified employee of the year is thinking of taking the process online.</p> <p>e) SDCCD Chancellor Search Committee- The Chancellor is retiring next spring. There are 4 classified position spots on the committee, Charlie wants to participate and if anyone would like to volunteer then let Charlie know to further discuss details.</p> <p>f) President Luster to meet with Classified Senate- Idea was proposed of possibly having a Townhall of President Luster with classified professionals. The question was brought up of whether the president would do a townhall on Zoom or YouTube live? Also, if whether the president should be invited to a future classified senate meeting, so that classified senate is informed, connected, and be able to hear the president's vision.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 8: Old Business:

DISCUSSION	<p>a) Name Tag Project Update (Lieu)- Charlie and Eva met with President Luster to discuss the element of whether a title should be part of the name tags. Classified senate as a group discussed that for the most part the title part is not necessary since students are not really interested in one's title but prefer to know in what office or area one works at. This element was proposed to the president about making the title piece of the name tag optional. President Luster agreed to review the proposal and re-examine the name tag design and will get back to us on this matter. Once we get more information on the decision, then we can continue our process.</p> <p>b) Classified Senate Photo Card Fundraiser (Lieu)- The purpose of this fundraiser will be to help students during this time of need. All raised during this fundraiser will be donated to the COVID-19 fund. All classified senate members agreed that this would be best. The greeting cards will be rolled out on Monday 4/27 for 10-15 days.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 9: Announcements/Events:

DISCUSSION	<p>a) District Professional Development Opportunities</p> <ul style="list-style-type: none"> • Setting Up Your Home Work Station • Guide to Proper Stretching <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:

DISCUSSION	<ul style="list-style-type: none"> • Zoom articles a) 10 Blunders to Avoid on Zoom b) 13 Zoom Video Chat Tips, Tricks and Hidden Features
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 11: Next Meeting:

DISCUSSION	<ul style="list-style-type: none">• May 14, 2020, 11:00 am - 12:30 pm, Location: Virtual on Zoom
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Agenda Item 12: Adjournment:

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned at 12:32 pm
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Taken by Alicia Lopez

Submitted by Alicia Lopez, Senate Manager

Approved on: ___6/11/2020_____