

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

Thursday, September 10, 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 (absent)
	Eva Parrill, Vice President	Sahar (Mona) King
	Alicia Lopez, Senate Manager	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Catherine Cannock, Member at Large	
	<i>Senators</i>	
	Elizabeth Jones	<i>Attendees</i>
	Amara Tang	
	Marco Chavez (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 11:02 am and welcomed all attendees.
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> August 27, 2020 – Review First Motion to approve by Catherine Cannock, Second Motion approved by Amara Tang. All in favor of 8/27/2020 minutes approved with no objections at 11:12 am.
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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:

<p>DISCUSSION</p>	<ul style="list-style-type: none"> The meeting was called to order by Charlie Lieu, Senate President, at 11:03 am.
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Agenda Item 4: Executive Board & Senator Reports:

<p>DISCUSSION</p>	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> 9/1 PCAB (Recap) – There was a decision made on merging two committees (Safety Committee and Facilities Committee) because the items discussed in both committees between both were overlapping. Now they will be called the Safety and Facilities committee. They are looking for one classified senate member to serve on this committee. <ul style="list-style-type: none"> Mesa Information technology (MIT) committee- we received a request that they need a classified senate rep. They talk about everything revolving technology at Mesa and the District. Meeting is once a month for one hour. New Online Learning and Student Resources Page - new resources page built in partnership with Outreach. Charlie helped build this resource page. They are working on marketing of this website. A site that contains resources for students regarding mySDCCD portal, Canvas, and Zoom resources. Outreach is creating a marketing flyer so hopefully we will get that out to the Mesa DL. 9/2 DGC Recap – Police Review Taskforce - Were given a list of the new police review taskforce. Anda McComb, Senator, will be sitting on this committee. It’s a district led committee by President of Miramar, Wes Lundburg. They also talked about campus reopening. For now, they are discussing the SDCCD being online in the spring. May extend some hybrid and CTE offerings only. <ul style="list-style-type: none"> Charlie is serving on the Chancellor search committee, talked about the job description and what are the qualifications they are looking for. July 1, 2021 would be the date when the new Chancellor should begin. There are approx. 30 people in this search committee. AFT Townhall COVID-19 Contract Changes – Vote - Thanked those who presented and those that attended the Townhall. Alan commented that the effect would be minimal on the salary bumps.
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	<p>Amara expressed concern that for some folks who are taking 16 units per semester, need to apply as soon as possible by Aug. 31st in order for more than one salary bump to be in effect before the new contract change takes effect. Many classified senate members expressed concern about this temporary contract change being extended more. Some asked what would be the ramifications if it does not pass? It seems that this would just go back to bargaining.</p> <p>b) Vice President- Eva Parrill</p> <ul style="list-style-type: none"> • 9/8 Calling in to Action Recap- There was discussion about unconscious bias and about the availability of some tests put by Harvard to test your unconscious bias. They also discussed about the behavioral commitments towards microaggressions. <p>c) Senate Manager- Alicia Lopez</p> <ul style="list-style-type: none"> • Shared about updating the Classified website. New changes will be shared at the next meeting. <p>d) Treasurer- Alan Goodman</p> <ul style="list-style-type: none"> • 9/2 Budget and Planning Recap – At the meeting it was shared that a new block grant of 4.3 million was received by SDCCD, some from cares and some from another source. <ul style="list-style-type: none"> ○ CARES act funding and another prop, for classified needs to be spent (encumbered) by June, 2021. Some CARES funding needs to be spent by 12/31/2020. ○ Projected budget risen by 24 million mostly from CARES. ○ We are not receiving 50 million from the state and this is the money that our district will need to borrow. This year the budget is not looking great and keep in mind that we were already having budget issues before pandemic. If the district does not move forward with borrowing what is needed, then next year the budget will be catastrophic. <p>e) Member at Large- Catherine Cannock</p> <ul style="list-style-type: none"> • Catherine shared that she has been working on Classified Senate’s social media accounts and managing weekly posts. If you are interested in sharing an event happening within your department, then feel free to share it with Catherine. <p>f) Senator Reports</p> <ul style="list-style-type: none"> • Amara shared a project within her department. She is working on updating Transfer ChatBot with new information to post on the Transfer website. • Elizabeth mentioned that Admissions will have extended hours for students to receive assistance. <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
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• n/a	• n/a	• n/a
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Agenda Item 5: Committee & Department Reports

DISCUSSION	<p>a) Professional Development (Parrill)</p> <ul style="list-style-type: none"> • Calling in to Action Workgroup - Equity discussions is a team. Meeting twice a month. Still getting started with finding their footing. Early stages of discussions on different topics like unconscious and conscious bias, and how to be an ally. No commitment to join, people can swing by and just learn. <p>b) Mesa Pathways (Lieu)</p> <ul style="list-style-type: none"> • Recently reinstated the Mesa Pathway Fellows program. Infusing student voice into Mesa Pathways work. They will try to get 7-8 students paid NANCE positions to serve in each committee. <ul style="list-style-type: none"> ○ Mesa Pathways Retreat is this Friday (9/18 9:00 am- noon) Highly encourage classified to attend even if it's just for a part of it. Charlie is part of the planning committee creating content for that event.
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Agenda Item 6: Old Business

DISCUSSION	<ul style="list-style-type: none"> • Classified Senate Professional Learning Project- Classified Senate theme this year is to participate in professional learning. We will be providing an incentive to those that participate in this. Engage in 3 professional learning opportunities to then be added to get an incentive. • Review of PL Workshop proposal Form- Email to team the Review of PL workshop proposal form. • Review Classified Senate Projects – Pick 3 projects- Tabled • Classified website project (Goodman/Alicia)- Tabled • Classified Spotlight project (Lieu/Lopez)- Tabled
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 7: New Business

DISCUSSION	<p>a) Mesa Buddies Program (Katie Palacios) Katie Palacios (Special Guest)- Charlie introduced Katie Palacios to all and expressed that she will be sharing information regarding the</p>
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Mesa Buddies Program. We would like to learn more as classified senate members. Our theme this year is professional development to expand our knowledge on how to best help our students.

Mesa Buddies Program- Goal of buddies is to prepare Mesa faculty for teaching online. Started on June 15th to support faculty course design online strategies. They had to learn how to teach online fast and needed to get a District certification program. This helped create a cohort to provide a humanized online course experience to faculty new to teaching online. Course objectives - Create humanized content in canvas, interactions in Canvas, and course assessments in canvas. In addition, complete buddy benchmarks each week, make mistakes, and learn fresh ideas to engage and support students' online learning.

Compensation available for completing the Buddies Program. Katie created a video with Adobe Spark and the Buddies Program is a companion course to District certification program. Total of 27 buddies and 70 mentees. Mentors and mentees were paid to participate.

-Participants who had already done District certification program, instead completed a deep dive of some of the benchmarks such as course development projects. These are best suited for faculty who want to find new course design and facilitation ideas. At end of the program, they did a share out of what they learned and created. This is also now part of their library.

- Charlie shared with Classified Senate that this is a great program and maybe we should consider and start thinking about how we can replicate the program for Classified members.
- Classified Senate members asked Katie Questions following presentation:
 - Did you develop content on your own? Was it done on the fly?- Yes, Katie, and Carla an online faculty mentor were the two overall facilitators helping all the buddies. They built in all the support ongoing and were laying the railroad tracks in regards to content a week ahead of everyone. It was not all brand new content and got a lot of the content from other areas such as the badge program. The new pieces were the weekly presentations of the content. Every Monday morning built in new recordings for the development. All development was on the fly, and the new cohort will have a built/designed course.
- Amara Tang asked if there were some challenges in establishing the program? Katie commented that it surprisingly went really well. They didn't really cover

	<p>synchronous teaching. Many faculty were teaching synchronous Zoom sessions but moved to asynchronous. They would weave that content in for the next cohort.</p> <ul style="list-style-type: none"> ○ Katie did mention that it was challenging to match people up to others. Some didn't need as much support and it brought some awareness of different workloads. Faculty received an incentive for completing the Buddies Program, half of an ESU. ○ Elizabeth asked Katie, how could this we use or implement something like this for Admissions or Classified members? Katie said to start with setting goals/benchmarks. It wouldn't be about teaching but services to student. Katie recommended that there would need to be a decision made on what the goals and needs are first. ○ Charlie then commented that offering an incentive for classified professional for a project like this would be a challenge. The project would be outside our scope of work and also getting people excited to participate. ○ Charlie also asked Katie, about a potential strategy on getting buy-in from management since we would have to look for CARES funding potentially. ○ Catherine mentioned we might need to have one goal to make it effective. Katie responded with its best to start with goals and then create plans to make it happen, do not lock-in to the buddies framework of mentorship program. There are different ways to build community in other formats. First start with finding a challenge and then finding out ways to overcome it or find out what is working and share that with everyone, the how to share knowledge, appreciative inquiry process. ○ At the conclusion of the presentation and discussion, all decided to reflect on the project and then return to the conversation on this at another meeting. <p style="text-align: right;">b) Name Tag Project Relaunch (Lieu/Parrill)- Tabled</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 8: Announcements/Events:

DISCUSSION	<ul style="list-style-type: none"> a) Mesa Pathways Campus Retreat (9/18 - 9:00 – noon) b) Pathways to Equity Conference (9/29-9/30)
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Agenda Item 9: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> • Knowledge Share
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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 10: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> • September 24, 2020, 11:00 am - 12:30 pm, Location: Virtual on Zoom
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Agenda Item 11: Adjournment:

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned at 12:30 pm
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Taken by Alicia Lopez
Submitted by Alicia Lopez, Senate Manager
Approved on: 9/24/2020