

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

Thursday, September 24, 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	
	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"> September 10, 2020 – Review <p>First Motion to approve by Amara Tang, Second Motion approved by Elizabeth Jones. All in favor of 9/10/2020 minutes approved with no objections at 11:11 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 11:02 am.
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Agenda Item 4: Executive Board & Senator Reports:

DISCUSSION	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> COVID Related Contract Ratified- Contract was ratified at 90.5 % and the changes will only be temporary for this 2020-21 academic year. 9/15 PCAB Recap- There were proposed changes brought up at the meeting. <ul style="list-style-type: none"> Proposed Changes to Environmental Sustainability Committee – The committee is looking at establishing new goals and revising their bylaws. They brought this information to PCAB and asked for all constituent groups to review. Then this will be up for review at the next PCAB meeting. Proposed Changes to Program Review Membership- It used to be a small committee that organized the work but now this committee wants to extend the composition of this group. They have new divisions and programs. They are aligning program review rubric to FHP, CHP, and BARC. They would like to have more classified professionals on program review. Committee will be now composed of 27 people. The group meets once a month every first Friday. Previously only met in the spring but now meeting every first Friday of the month this fall semester. Fall CARES Act Funding Students- This funding is available and ready for students to apply for. In the application, students can select up to \$500 aid for COVID-19 needs. Each campus has their application for CARES ACT. Application is under financial aid and have until September 28th to apply. Another funding for students is through the United Way Grant. This grant supports DACA and international students. The deadline is also on September 28th. Eva and Charlie brought up a matter that occurred during
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PCAB. A member at PCAB unintentionally unmuted herself and said some terrible words during this meeting. It is becoming a very serious matter. Meeting was recorded and the occurrence happened after the AS President presented updates regarding AS. The situation is under investigation since it was recorded. The student president attended the Academic Senate meeting on Monday, played the tape to Academic Senate and expressed to Academic Senate that she felt very unsafe towards the person who said offensive words.

1. This does not appear to be an isolated incident, as several members of the Academic Senate spoke up about this person. It gave way to this person's general attitude towards students and other faculty. Academic Senate wrote a letter for transparency during the investigation and have the person suspended until further notice. They are requesting an outside consultant to come in to assess the situation.
2. Charlie and Eva brought up the idea the need to support our students. We should stand up for students and declare along with Academic Senate that this is not acceptable behavior.
3. Classified Senate agreed that the proper next step is for Charlie to learn more about the contents of the letter and see if we can support. The letter was written by the faculty members who attended the last Academic Senate meeting and it seems that one can add signatures to it.

- **Olympian Pathways Prototype Program-tabled**
- **9/18 Pathways Retreat Recap-** The retreat was well attended. There was a panel of students who shared their experiences at Mesa. This gave light to ways on how we can continue our work and in support our Black and African American students. Then there was an activity for all participants. This activity was planned by MPC to collect ideas for future initiatives and MPC will be gathering all that data.
- **9/21 Chancellor's Forum Recap-** The forum focused on budgets for this fiscal year including construction projects that were planned at are occurring at Mesa College. Attendees could submit questions and one of the question's brought forth to the Chancellor was about potential classified positions being eliminated due to our current budget situation and also the fact that there were voluntary furloughs being offered by the district. The Chancellor stated that no classified positions are being eliminated and there are is no indication of pushing mandatory furloughs either.

b) Vice President- Eva Parrill

	<ul style="list-style-type: none"> • 9/16/2020 DGC Recap- The major discussion at DGC was concerning budget, there were several questions about CARES/COVID related funds. Each campus has a different process, so if campus employees have specific questions, they can ask their college president for clarification. • 9/21 Academic Senate (Recap)- Eva shared that faculty discussed the 9/15 PCAB meeting situation that occurred. Academic Senate agreed to write a letter for transparency and have the person suspended until further notice. • 9/22 Calling in to Action (Recap) Calling into Action is available to all who would like to discuss how we can challenge racism. They are asking for anyone interested to join. It is the type of meeting where if you have some time and can attend, please do so. It is an open space to be shared with all. <p>c) Senate Manager- Alicia Lopez</p> <ul style="list-style-type: none"> • Shared about updating the Classified Senate website and asked Charlie to add new block section for agendas. <p>d) Treasurer- Alan Goodman</p> <ul style="list-style-type: none"> • 4CS Membership – 4CS membership dues deadline is approaching. <ul style="list-style-type: none"> ○ 9/2 Budget and Planning Recap- New block grant of 4.3 million some from cares and some from another source is being provided to the SDCCD district. <p>e) Member at Large- Catherine Cannock</p> <ul style="list-style-type: none"> • Shared some ideas for Fundraiser for Promise Students. She said there is an invitation to participate in the second annual giving day in support of the San Diego Promise. This takes place Thursday, October 22nd. Maybe as classified we can come together to get a donation for that day. Catherine is asking others for ideas on how to give to this program. <p>f) Senator Reports</p> <ul style="list-style-type: none"> • No Report <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
• n/a	• n/a	• n/a

Agenda Item 5: Committee & Department Reports

<p>DISCUSSION</p>	<p>a) Professional Development (Parrill)</p> <ul style="list-style-type: none">• Professional Learning-<ul style="list-style-type: none">○ 9/10 CCC Equity Leadership Alliance eConvening (Recap) At the eConvening, there was discussion about how students experience racism on campus and in the classroom. Some forms of racism experienced involve a feeling of their own instructors/faculty not having high expectations for them or certain students of specific ethnicities. Another form experienced is in instructors/faculty not consistently learning students' names and mispronouncing the names repeatedly throughout the semester in a classroom. Some proactive ways to take action are in creating acceptance through affirmations. Affirmations that students belong on campus and positive affirmations to support learning. Acknowledging matters like Breonna Taylor in the classroom. It is important to acknowledge what is going in the world during class time so that students feel acknowledged and heard. Things going on in the world affect students differently and it's something to consider in how that is approached in the classroom. <p>b) Mesa Pathways (Lieu)</p> <ul style="list-style-type: none">• There is a plan to create a new workgroup to better align with continuing ed. The leadership team is putting together the workgroup. The Mesa Pathways Retreat on 9/18 was attended by classified members, administrators, and faculty. The retreat helped gather new projects for Mesa Pathways.
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Agenda Item 6: Old Business

<p>DISCUSSION</p>	<p>a) Vote of Professional Learning Items- Classified Senate is rolling out the Professional Learning Theme for classified professionals this year to better serve our students in this unique environment. 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. Recognize members who participate on Classified Senate web page and social media, give a shout out during ClassiCon, and be entered in an opportunity drawing. President Luster is very supportive and encourages classified members to participate in professional learning.</p> <ul style="list-style-type: none">i. Vote on CS Professional Learning (Incentive) Program and
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	<p>Form – Form was presented to Classified Senate. This form will be the form that members fill out once they completed an activity that one attends or puts together. Each activity should be entered separately. All senate members looked at the form and provided feedback.</p> <p>Review PL Workshop Proposal Form – This is another component of our professional learning theme. Any classified professional interested in providing a workshop for peers would submit a proposal form or can partner up with other colleagues to present on something. If presenting, the incentive will be given to approved presenters of \$100 per workshop. The professional learning subgroup will review and brainstorm ideas on supporting and marketing the workshop. The proposal form must include outcomes addressed by presenters. There is a link that goes over the proposal process and description for the criteria of when one would like to present.</p> <p>President Luster fully backs both of these projects and is on board to support in any way.</p> <p>Review Classified Senate Projects – Pick 3 Projects (Spreadsheet) Tabled</p> <p>b) Classified Senate Website Project (Goodman/Lopez)</p> <p>a) Alicia and Alan provided a breakdown of items changed in the Classified Senate website and movement of content. There was a question asked to senate about whether the fundraising page should somehow be combined in the same category as the Dues Campaign page since it all involves some form of raising funds. There was agreement to keep these two pages separate since the fundraising is for separate areas within Classified Senate. The CS website team will then move forward with adding more classified resources to the Classified Resources webpage throughout this semester.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 7: New Business

DISCUSSION	<p>a) Accreditation Report (Brown) - Charlie introduced Dr. Danene Brown, Dean of Business and Technology, to Classified Senate members. Dr. Danene Brown presented on the Accreditation midterm report. In addition, Lisa Shapiro was introduced as well</p>
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who is a Business Faculty and is on the Mesa Accreditation Committee. Danene shared with all that we are accredited by ACCJC. There was an accreditation visit in the past and now we are halfway and must do a midterm report and address all recommendations that ACCJC committee provided to Mesa College. Then there are personal recommendations that the Mesa Accreditation committee came up with. Information is available on the [Mesa College Accreditation website](#). Below is a summary of the recommendations provided by ACCJC:

- Rec. #1 Develop an action plan for training and professional development. Variety of outcomes for course, program, leading up to institutional outcomes. Every area has a doc such as instruction, student services and then these map to the institutional outcomes CLO and PLOs. Responses are needed for professional development from classified professionals as well.
- Rec. #2 Assess continued improvement with committees- Mesa College Accreditation then created the PIE committee and implemented governance committee survey. There were 15 committees who participated. Charlie then mentioned that as Classified Senate, we did our own survey. Charlie will share this survey with Danene.
- Rec. #3 This had to do with SLO assessment data accessible to public. It was an easy item to work on. Anyone can view program level outcomes.
- Rec. #4 was for the SDCCD district to develop and update their comprehensive plan between district and Mesa Facilities comprehensive plan.
- Rec. #5 This recommendation had to do with effective communication and disseminating information between governance groups. Making sure information shared at meetings is getting out to groups. This has been a challenge and it is a continued conversation on how to improve. Some committees have restructured how they compile minutes and communicate that out to Mesa community. Mesa Accreditation committee is looking for ideas on strategies for communication from classified professionals.
- Danene mentioned that the goal of Accreditation committee is to put together a Quality Focused Essay (QFE) on recommendations for personal areas or programs. There is a need for input from everyone to tell the story of what we are doing at Mesa College and provide a report of how we are doing and are moving forward with completing items recommended by the ACCJC committee. Please provide feedback on Mesa College Accreditation Website, a [form](#) is available.

	<ul style="list-style-type: none"> ○ Charlie then asked Danene if she is asking for examples of what Classified Senate is doing in these areas shared by Danene. She said yes and it would be best to provide documentation evidence so the Mesa Accreditation Committee can then include this in the report and provide specific links of documents as evidence. ○ Lisa Shapiro, Business Faculty, who is on the Accreditation Committee with Danene shared that they are looking to fill in the gaps and add robust evidence. ○ Danene would like classified professional feedback, due date potentially is the first week of October. Need to get it to Board of Trustees by end of Fall 2020. They will complete a final version to then share with governance groups. <p>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) Go2Knowledge (On-demand Professional Learning Opportunities) b) Alicia Lopez shared information about an upcoming professional development training being offered for classified professionals and how this training aligns with our theme this year. She is encouraging classified professionals to attend. It will be held virtually on Oct. 30th. Official flyers will become available soon as marketing is being finalized for sending this to the Mesa campus community through Mesa Pathways.
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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
• n/a	• n/a	• n/a

Agenda Item 10: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> • October 8, 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 12:40 pm
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Taken by Alicia Lopez

Submitted by Alicia Lopez, Senate Manager

Approved on: 10/8/2020