

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

Thursday, March 15, 2018
10:00 a.m. – 11:30 a.m., I4-402

ATTENDEES/ PROXIES	<i>Executive Officers</i>	<i>Ad Hoc Positions</i>
	Trina Larson, President	Naayieli Bravo
	Alan Goodman, Senate Manager	Olivia Picolla
	Charlie Lieu, Treasurer	
	Angie Avila, Member at Large	
	<i>Senators</i>	<i>Attendees</i>
		Hai Hoang

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Larson at 10:15am
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> February 22, 2018 minutes – approved March 8, 2018 minutes – approved
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> upload minutes 	<ul style="list-style-type: none"> Alan 	<ul style="list-style-type: none"> Before next meeting

Agenda Item 3: Welcome/Introductions:

DISCUSSION	<ul style="list-style-type: none"> Senate members and attendees introduced themselves
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Agenda Item 4: Executive Board & Senator Reports:

DISCUSSION	<ul style="list-style-type: none"> a) President- Trina Larson <ul style="list-style-type: none"> Strategic Planning Task Force (King) – tabled Classified Leadership Institute <ul style="list-style-type: none"> o Sold Out
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	<ul style="list-style-type: none"> ○ Can be put on wait list but hassle, think about for next year ○ Going forward, AFT has said that they will fund classified members to attend CLI. Submit necessary paperwork and it will be approved. ○ There is talk about sunseting the baccalaureate program – presidents of SDCCD Classified senates (4) are going to write a proposal to legislature regarding sunseting of degree <p>b) Vice President- Yolanda Catano</p> <ul style="list-style-type: none"> • No report <p>c) Administrator- Alan Goodman</p> <ul style="list-style-type: none"> • No report <p>d) Treasurer- Charlie Lieu</p> <ul style="list-style-type: none"> • Finalizing scholarships today • 1 full time and 1 part time • will report to Kathy on Friday <p>e) Member at Large- Angie Avila</p> <ul style="list-style-type: none"> • no report <p>f) Senator Reports</p> <ul style="list-style-type: none"> • no report <p>g) AFT Liaison Report</p> <ul style="list-style-type: none"> • no report
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Report scholarship winners to Kathy	• Charlie	• Friday

Agenda Item 5: Committee & Department Reports

DISCUSSION	<p>a) Mesa Pathways (Larson/Catano/Picolla)</p> <ul style="list-style-type: none"> • Comments from the Classified Senate: <ul style="list-style-type: none"> ○ #6: Dedicated part-time adjunct faculty members may be more appropriate to lead some efforts (as opposed to relying on contract counselors already stretched thin). ○ #9: We endorse thinking about textbook reserve needs that students have referenced; suggest rolling an exploration into the #9 needs assessment. In the meantime, the District Textbook Affordability Taskforce is looking at developing a
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	<p>fund to assist students; we may also explore e-book reserve options as a part of this effort, the OER effort, and campus efforts. In other words, Mesa Pathways is one avenue of investigation among others.</p> <ul style="list-style-type: none"> ○ #9: We endorse exploring Mental Health Service capacities and devoting resources to this, in part through a needs assessment and the exploration of scalable programs that can be funded long-term. ○ Funding for personnel: As relevant, funding and/or backfill for personnel should include students, adjunct faculty, contract faculty, and classified professionals. The intention is that inclusion be broad-based and appropriate to the matters at hand. Students should play a leading role in our work. The meaningful, dedicated involvement of classified professionals across campus is likewise critical. #4 speaks to this. We wanted to affirm it. <ul style="list-style-type: none"> • Motion to endorse – Kathy • Motion to 2nd – Charlie • CONSENSUS <p>b) Strong Workforce (King)</p> <ul style="list-style-type: none"> • see ATTACHMENT #1 <p>c) Equity (Aleman)</p> <ul style="list-style-type: none"> • tabled <p>d) Immigrant Students (Catano)</p> <ul style="list-style-type: none"> • tabled
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 6: Activity Reports/Updates

DISCUSSION	<p>a) Classified Ink Development (Larson)</p> <ul style="list-style-type: none"> • Submission of articles
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 7: New Business

DISCUSSION	<ul style="list-style-type: none"> a) Classified Appreciation Week (May 7-11) <ul style="list-style-type: none"> • Gift <ul style="list-style-type: none"> ○ Probably can't do cookbook due to costs ○ Need to come up with new gift ○ Succulents? <ul style="list-style-type: none"> ▪ Nellie to bring succulent sample ▪ Mona and Angie to investigate containers • Lunch (May 9) <ul style="list-style-type: none"> ○ 12-2pm ○ The President's office will host the lunch ○ Try to use Culinary this year ○ Salad? Bbq? • Other activities <ul style="list-style-type: none"> ○ Desk drawer scavenger hunt? ○ Pam may do dessert one day that week ○ Friday something fun, plus "thank you" email for closing? – like a wrap-up (video collage?) ○ Hold Tuesday 8th afternoon and evening to decorate MC 211 A/B. • Misc <ul style="list-style-type: none"> ○ Think about for next meeting if there is a galvanizing theme, events for other days, & other major details ○ Grow and/or grow together as theme? ○ Music? Budget for music? b) College Mission Statement <ul style="list-style-type: none"> • See packet for current, and two versions of revisions – bring feedback next week
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 8: Old Business:

DISCUSSION	<ul style="list-style-type: none"> a) Mesa (Guided) Pathways Work Plan Endorsement <ul style="list-style-type: none"> • see Committee & Department reports b) College Mission Statement <ul style="list-style-type: none"> • tabled
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Agenda Item 8: Announcements/Events:

DISCUSSION	<ul style="list-style-type: none">a) CFT conference is coming up March 23-25, 2018b) Scholarship Awards Ceremony, April 20, Doubletree, Hazard Centerc) Classified Appreciation Week, May 7-11d) Classified Awards Luncheon, May 9, 2018, MC-211 A/Be) Commencement, May 19, USDf) Classi-Con, June 5-7
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Agenda Item 9: Roundtable:

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

Agenda Item 10: Next Meeting:

DISCUSSION	<ul style="list-style-type: none">• April 12, 2018 – 10-11:30am, I4-402
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Agenda Item 11: Adjournment:

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by Larson at 11:15am
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Taken by Alan Goodman, Senate Manager
Submitted by Alan Goodman, Senate Manager
Approved on: _____

ATTACHMENT #1:

Strong Workforce

Workforce development initiatives aim to deliver targeted education, training, and employment support services that allow people to improve their opportunities for employment. These initiatives assist governments, universities, and training institutions to better understand and anticipate the changing demand for skills. They also build tools and systems that bring together job seekers and employers. It is now considered to be more than a single program or initiative. It is an interconnected set of solutions to meet employment needs: It prepares workers with needed skills, emphasizes the value of workplace learning and addresses the hiring demands of employers from the outset. The goal is to place workers in jobs where there are career development opportunities.

Our goals:

- Strengthening communication, coordination, and timely decision-making in regional workforce training and education efforts.
- Enhancing participation in career pathway development and implementation.
- Reinforce regional leadership and operational partnerships among community college, industry, labor, and other workforce and economic development entities to improve the delivery of career and technical education.
- Align college programs with regional and industry needs; create a sustained public outreach campaign for industry, high school students, counselors, parents, faculty, staff, and the community.

Workforce development approaches fall along a spectrum between broad-based public sector skills development investments, on one end, and privately financed and run efforts on the other. Public sector efforts are essential to achieving large scale, but are often slow to adapt to employer demand and quality. Workforce development, an American approach to economic development, attempts to enhance a region's economic stability and prosperity by focusing on people rather than businesses. It has evolved from a problem-focused approach, to a holistic approach considering participants' many barriers and the overall needs of the region. Workforce development has historically occurred in two forms: place-based strategies that attempt to address the needs of people living in a particular neighborhood, and sector-based strategies that focus on matching workers' skills to needs in an industry already present in the region.

Why are we doing this?

- Largest employment gap in careers that require certification and associate degrees
- Develop more workforce opportunities
- Lift low-wage workers into living-wage jobs
- Focus on data-driven outcomes
- Responsive to labor market conditions with an emphasis on innovation and risk-taking

Purpose of Ad-Hoc Taskforce/Group:

- Integrate C(T)E in a more purposeful way on the campus – culture shift
1. Provide guidance for areas of focus
 2. Program allocation recommendations

Funding Overview (On-going):

1. 30 month expenditure
2. Annual allocations
3. Round 1 Formula: 1/3 Unemployment Rate; 1/3 CTE FTES; 1/3 Job Openings
4. Round 2 Formula: 1/3 Unemployment Rate; 1/3 CTE FTES; 1/6 Job Openings; 1/6 Course Enrollments & Graduates (District receives the funds)

Round 1 Funding – Mesa (July 2016 – December 2018):

1. Initial: \$938,551
2. Less 4% indirect cost to District = \$36,098
3. Net: \$902,453
4. $(\$938,551/1.04 = \$902,453, \$938,551 - \$902,453 = \$36,098)$

District Funding Allocation: Round 1:

Three approaches were considered to determine the resource allocation for the colleges and Continuing Education.

- 1) Based upon CTE FTES distribution per institution.
- 2) Based upon current Perkins distribution.
- 3) Based upon CTE FTES, excluding public safety FTES.]

A hybrid approach was agreed upon since each of the three approaches had advantages and disadvantages for one or more of the colleges and Continuing Education.

College/Continuing Education	Approved Distribution Percentage	Description
San Diego City College	25%	Average of the three approaches.
San Diego Mesa College	27.5%	Average of approaches one and two.
San Diego Miramar College	23.5%	Average of approaches one and two.
San Diego Continuing Education	24%	Average of the three approaches (rounded down).

District Funding Allocation: Round 2:

The Strong Workforce Program Round 2 allocation: 2017-2018 for the San Diego Community College District is \$3,543,635. Based on Round 1 allocations, the Round 2 allocations would be as follows:

College/Continuing Education	Approved Distribution Percentage	Year 2 Allocation*	Direct Cost	Indirect Cost (4%)**
San Diego City College	25%	\$885,909	\$851,835	\$34,073
San Diego Mesa College	27.5%	\$974,500	\$937,019	\$37,482
San Diego Miramar College	23.5%	\$832,754	\$800,725	\$32,029
San Diego Continuing Education	24%	\$850,472	\$817,762	\$32,710
Colleges and Continuing Education Total		\$3,543,635	\$3,407,341	\$136,294

*Rounded to the nearest dollar value.

**Funds will be directed to the Office of Communications and Public Relations for marketing of Career Education programs.

Round 2 Funding – Mesa (July 2017 – December 2019):

1. Initial: \$974,500
2. Less 4% indirect cost to District = \$37,482
3. Net: \$937,019
 - Round 2 Expenditures:
 1. Contract Salaries
 2. Allied Health ILT
 3. Culinary Arts/Culinary Management ILT
 4. Program Technician – Allied Health
 5. Work Based Learning Coordinator

6. Conference & Travel
7. Professional Learning
8. NANCE/ESUs
9. Marketing
10. General operating supplies / emergencies
11. Program Allocations

Notes:

- **SOC Code:** The Standard Occupational Classification system is a federal statistical standard used to classify workers into occupational categories to collect, calculate, or disseminate data.
- **TOP Code:** The Taxonomy of Program codes are used to identify the discipline area for a course or program which is specific to California Community Colleges.
- **NOVA System Demonstration:** The NOVA state reporting system was shared to help gather feedback on the campus SW application process. Much of the information is essential and required by state regulation to facilitate the request for these funds to include: project name, simple description, rationale and the motivator of how it will address different needs for a respective program, uploading LMI reports from the Center of Excellence and regional approvals (including valid supply and demand assessments for the region), establishing a metrics link to the 25 Strong Workforce state outcomes. There must be a direct correlation on how the allocated funds will improve these metrics. A recommendation was made to only make available the metrics that the campus can actually track. Feedback is requested and Monica is available to further demo the NOVA site to anyone.
- **17.5% Incentive Funding:** In the Strong Workforce funding model for Round 2 we will receive 17.5% incentive funding. The District received \$1,768,557.00 which is the second largest in the state of California. This is based on the increase of course enrollments and graduates from the previous year. We are skeptically optimistic that these figures are accurate as they haven't been approved yet by the Board of Governors and there are still lingering concerns in regard to TOP code alignments. San Diego Mesa College will receive 27.5% of the \$1,768,557.00 awarded to the District which is roughly around \$486,000.00. A portion of this figure will be allocated to the marketing department which will result in an estimated net allocation for Mesa College of \$467,647.00.

IV Budget for Round 2

The proposed SW Round 2 budget was presented and there was consensus to move forward with the plan below:

Round 2 Projected Budget		
Round 2 Initial Allocation	\$ 937,019.00	
17.5% (TBD)	\$ 83,000.00	Estimated
Round 2 Set Expenses		
Salaries	\$ 439,317.85	
ESUs / Non-Classroom	\$ 30,000.00	Estimated
NANCE	\$ 25,000.00	
Professional Learning	\$ 25,000.00	
Conference & Travel	\$ 25,000.00	
Marketing (Printing & Outreach)	\$ 5,000.00	
General Operating Supplies	\$ 5,000.00	
Round 1 Committed Allocation		
Fermentation	\$ 390,000.00	
Round 2 Program Allocation		
Balance Available	\$ 75,701.15	