

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

Thursday, April 12, 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	Olivia Picolla
	Yolanda Catano, Vice President	Des Short (excused)
	Alan Goodman, Senate Manager	
	Charlie Lieu, Treasurer (excused)	
	Angie Avila, Member at Large	
	<i>Senators</i>	<i>Attendees</i>
	Johanna Aleman	Monica Romero
	Kathy Fennessey (excused)	
	Mona King	
	Leanne Kunkee	
	Eva Parrill	

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Larson at 10:05am
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> March 15, 2018 minutes – approved with edits <ul style="list-style-type: none"> Attach strong workforce document
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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:

<p>DISCUSSION</p>	<p>a) President- Trina Larson</p> <ul style="list-style-type: none"> • CCC Leadership Academy Award for Excellence <ul style="list-style-type: none"> • Mesa/SDCCD received the 4CS (California Community Colleges Classified Senate) CCC Leadership Academy Award for Excellence for a classified-led equity proposal we submitted in December. • We proposed to create Classified Professionals Institute to include an equity-oriented New Classified Professionals Institute, professional learning tracks for seasoned employees, and “master class” inquiry groups. • The Classified Equity Taskforce will facilitate its development with the leadership support of the Campus Employee Learning Committee and its subcommittee, the Classified Professional Learning Committee. • We’ll receive our award during the Classified Leadership Institute conference in Ventura, June 14-16. • President’s Cabinet: <ul style="list-style-type: none"> • CCC Online College (FOCC): The State is opening another college in the state – a fully online college for skills training. This was especially important to the Governor and the idea emerged and was implemented very quickly. • Windows 10 & Office 2016: Coming to the computers near you in the coming months, as are LED projector. They’re brighter and the bulbs last a long time. <ul style="list-style-type: none"> ○ Faculty (ASCCCC) Plenary Highlights: <ul style="list-style-type: none"> ❖ Online CC: Proposed Resolution related to the FOCC: “the existing community college districts and expertise as opposed to creating a new California Online Community College District.” ❖ Implementing/Questioning AB705: Several resolutions relate to AB 705 which mandate that multiple measures be used to assess students; that they not be placed in pre-college level classes unless multiple measures have been conducted and show the student unlikely to succeed in a class. ASCCC wants to ensure that faculty expertise will be relied upon to make these determinations, that students will be permitted to take pre-transfer level classes if they choose, and that the integrity of ESOL/ESL be maintained. ❖ Pathways: Proposed Resolution: “Whereas, Guided pathways represents an opportunity for the 114 colleges to examine student success, identify invisible barriers accumulated in our institutions and in California’s higher education system, and create clear messaging for our students to successfully complete their own educational goals” ASCCC propose to create a “handbook of actions local academic senates can use as examples to promote inquiry at their colleges and modify existing practices through participatory governance.” ❖ Pathways: Proposed Resolution: That the Academic Senate for California Community Colleges work with guided pathways liaisons, local academic senates, and system partners to immediately examine needs for change, areas where change has been implemented, and data associated with shifts in practice and report the findings to the field by December 2018. • DGC: <ul style="list-style-type: none"> • Two pieces of legislation have been introduced to slow the pace of current Governor/State Chancellor initiatives. <p>AB 2621 (Medina) Postsecondary education: California Community Colleges, which would require the Legislative Analyst’s Office to conduct a study on the feasibility of creating an exclusively online community college and to report its findings to the Legislature on or before July 1, 2019; and</p> <p>AB 2767 (Medina) California Community Colleges: funding formula: study, which would require the Legislative Analyst’s Office to conduct a study of the funding formula used to allocate state apportionments by the California Community Colleges for the 2017–18 fiscal year and submit a report to the Legislature, on or before July 1, 2019, containing its findings from the study and providing recommendations as to various funding formula models the Legislature may wish to adopt for use by the California Community Colleges.</p>
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b) Vice President- Yolanda Catano

- No report

c) Administrator- Alan Goodman

- No report

d) Treasurer- Charlie Lieu

Date	Account Summary	
	<i>Checking Account as of 4/5/18</i>	\$1,557.87
4/7/18	D&B Spirit Night Event	\$28.73
4/7/18	Classified Senate Dues (Mar. 2018)	\$97.00
4/7/18	AFT Guild Contribution	\$1,000.00
	Checking account as of 4/7/18	\$2,683.60

<i>Checking Account</i>	\$2,683.60
<i>Primary Savings</i>	\$415.94
<i>Savings</i>	\$56.54

Total \$3,156.08

<i>Classified Senate School/Foundation</i>	\$1,440
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e) Member at Large- Angie Avila

- Moving forward with Veteran’s Center grant of \$140k, looking into furniture and moving process

f) Senator Reports

- Johanna
 - First Farmers Market on April 19, 3-5pm
 - Free produce for entire Mesa College Community

g) AFT Liaison Report

- CFT Convention

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 5: Governance Corner:

DISCUSSION
a) Objectives, Goals, and Outcomes <ul style="list-style-type: none"> • Objectives are the activities that help us reach a goal (which is a time-

	<p>bound target). Outcomes are the results that come back to us once we have (or have not) achieved our goals. Goals are steady targets; objectives can be flexible. It's useful to know where we can be flexible when participating in governance.</p> <ul style="list-style-type: none"> • SEE ATTACHMENT #1 <p>b) Brown Act</p> <ul style="list-style-type: none"> • The Ralph M. Brown Act, located at California Government Code 54950 et seq., guarantees the public's right to attend and participate in meetings of local legislative bodies. According to the code, "The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created. • The Classified Senate acts in the spirit of and in accordance with the Brown Act by announcing meetings and posting agendas in advance, recording meeting notes, and posting them online in a timely way. We affirm this appropriate level of transparency. • However, the Brown Act contains some requirements that would tend to make our body less inclusive or open at our scale of governance. For example, it precludes conferencing into meetings unless the location of the conference is posted and open to the public. This isn't practical or necessary for us to conduct transparent, light-of-day discussions and would tend to hamper rather than improve participation. So, are we a Brown Act body and do we need to comply to the letter of this code? • According to the district attorney Ljubisa Kostic at DGC on 4/4/18, classified senates are not Brown Act bodies. This is true, in part, because we're not a body designated in Ed Code or created by the Board of Trustees to conduct its business. The Classified Senate was created by the district's exclusive classified representative, the AFT to help ensure that sound participatory representation exists at Mesa. The Senates focus on governance; the AFT focuses on workplace and contract issues. • Again, we affirm the spirit of the Brown Act and conduct our business accordingly. We also recognize the need for flexibility within our organization to, for example, make incidental decisions via email or phone to move forward on pending action items. • We will include a Brown Act table in our handbook, indicating which provisions we are committed to following and where we feel there should be discretion.
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Agenda Item 6: Committee & Department Reports

<p>DISCUSSION</p>	<p>a) Mesa Pathways</p> <ul style="list-style-type: none"> • We discussed Mesa Pathways at President's Cabinet Retreat on Friday. Several classified members attended. We provided feedback on the proposed steering committee and related inquiry teams for
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	<p>the Mesa Pathways participatory governance structure going forward. Folks liked the structure.</p> <ul style="list-style-type: none"> • Suggestions: include more faculty and a supervisory rep, and think about how communication is shared beyond the committee. For now, MPPT continues to meet to prepare for its transition to an official committee (proposed). Catano, Hoang, Larson, and Picolla sit on MPPT. The Classified Subgroup has completed its first phase of service. <p>b) Strong Workforce (King)</p> <ul style="list-style-type: none"> • 2 committees draft <ul style="list-style-type: none"> ○ one is Campus Operational Committee (campus wide from all categories), other is only CTE (only for Academic Senate) ○ most members are the same <p>c) Equity (Aleman)</p> <ul style="list-style-type: none"> • Got \$40k from Hunger Free Campus (state of CA) and starting to spend to stock pantry • Have relationship with Feeding San Diego • Working to establish relationship with San Diego Food Bank • Tonight is the “Voices Left Behind” event • Next week accepting donations for Earth Day <p>d) Immigrant Students (Catano)</p> <ul style="list-style-type: none"> • 2 students flew to Sacramento to work with ACLU to see what to do about undocumented status students • We can support by contacting legislators regarding DREAM Act
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 7: Activity Reports/Updates

DISCUSSION	<p>a) Classified Hiring Priorities Outcomes (Picolla & Romero)</p> <ul style="list-style-type: none"> • Stressed data to connect to answers to need • Held in person and Zoom training to answer questions • Made updates to CHP request form, no change to rubric • Met 2x per month since late Feb • 37 requests • Recommendations – SEE ATTACHMENT #2
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	<ul style="list-style-type: none"> b) Bylaw Status <ul style="list-style-type: none"> • We're working on scheduling our next meeting. c) Classified Ink Development (Larson) <ul style="list-style-type: none"> • Draft • Send anything to Trina, Spring issue to be sent on Monday, April 16
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 8: New Business

DISCUSSION	<ul style="list-style-type: none"> a) Initiate election process for Senators b) Classified Appreciation Week (May 7-11) <ul style="list-style-type: none"> • Gift: Succulent Plant Option: <ul style="list-style-type: none"> ○ Place order next Wednesday, let Trina know other options ○ Proposed budget up to \$1,400 (try to stick to \$1,200) ○ CONSENSUS • Lunch: The President's Office will pay for our lunch. <ul style="list-style-type: none"> ○ Layout – 18 tables, 144 people in room ○ Keep presentations short ○ Grilled chicken, veggie skewers, rice, salad, rolls, cake, linens – all from Culinary \$10 per person ○ We requested \$100 from Academic Senate ○ Our request of \$450 from AS was denied, but decision may be changed. ○ Proposed budget is \$600 from Classified funds ○ SEE ATTACHMENT #3 ○ CONSENSUS • Other Activities: What else do we want to do? • Scholarship basket <ul style="list-style-type: none"> ○ "Green Garden" ○ Approve \$60 ○ CONSENSUS • We requested \$100 from Academic Senate • Total budget is \$600 from Classified funds • Any shortfall we have to make up
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 9: Old Business:

DISCUSSION	<ul style="list-style-type: none"> c) Handbook (Catano) <ul style="list-style-type: none"> • No report d) College Mission Statement (Catano) <ul style="list-style-type: none"> • Yolanda reported to PIE • Our edits were more extensive than Academic Senate (theirs was only a comma) • Went with Academic Senate option
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Agenda Item 10: Announcements/Events:

DISCUSSION	<ul style="list-style-type: none"> a) Advocacy Fair, Mesa Commons, Wednesday, April 11, 10am-2pm b) Scholarship Awards Ceremony, April 20, Doubletree, Hazard Center c) Classified Appreciation Week, May 7-11 d) Classified Awards Luncheon, May 9, 2018, MC-211 A/B e) Commencement, May 19, USD f) Classi-Con, June 5-7
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Agenda Item 11: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> •
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item 12: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> • April 26, 2018 – 10-11:30am, I4-402
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Agenda Item 13: Adjournment:

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by Larson at 11:37am
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Taken by Alan Goodman, Senate Manager
Submitted by Alan Goodman, Senate Manager
Approved on: _____

ATTACHMENT #1:

Objectives, Goals, and Outcomes: Key Concepts



- An **objective** is a concrete and specific activity that contributes to the achievement of a **goal**.
- A **goal** is a desired programmatic target. A goal has an end point. It supports the achievement of an **outcome**.
- An **outcome** is the expected result of meeting goals. While goals are milestones to achieve, outcomes are the results achieved. They are what “comes back” to us as a result of our efforts.

Example (starting with the larger desired outcome):

- Outcome: 82% percent of cancer patients will report receiving all treatments as prescribed by their doctors.
 - Goal: The Foundation will assist 1,000 individuals in receiving prescribed medical treatment for their diagnosis that otherwise lack access to care.
 - Objective: Three hundred cancer patients that cannot afford round-trip transportation to prescribed chemotherapy and radiation appointments will be issued gasoline vouchers.
 - Objective: Seven hundred cancer patients will receive in-home treatment services.

Example (starting with the larger desired outcome):

- Outcome: 75% percent of students receiving food from The Stand will identify that the food available to them addresses their hunger and improves their ability to persist in their classes.
 - Goal: Provide sufficient high-quality, nutritious food options on an emergency basis to serve 300 students who self-identify having food insecurity.
 - Objective: Provide protein-based foods that sustain students throughout the day.
 - Objective: Provide a higher point ceiling for students.

Goals and Outcomes Should Be SMART

S	Specific A defined end point or target of the web interaction
M	Measurable Attach numbers and timelines to the goal.
A	Achievable Based on existing figures and research is it achievable?
R	Relevant Is this web goal in line with the business's broader goals?
T	Time Limited The goal must be measurable over a period of time
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Fun with Governance: San Diego Mesa College Classified Senate – 4/12/18

ATTACHMENT #2:

**San Diego Mesa College
Classified Hiring Priority Committee
2017-2018 Recommendations**

Program or Service Area	Position Title	TOTAL	RANK
Career Center	Internship/Job developer	22.43	1
Architecture (ARCH) & Building Construction Technology (BLDC)	ILT-Trades*	20.14	2
Mesa Tutoring & Computer Center (MT2C)	Instructional Assistant	20.14	2
Mesa Tutoring & Computer Center (MT2C)	Instructional Assistant	19.29	3
Mesa Tutoring & Computer Center (MT2C)	Instructional Assistant	19.29	3
Interior Design (INTE)	Instructional Assistant	18.71	4
Art-Fine Art (ARTF)	Instructional Lab Technician-Sculpture/3D design	17.43	5
Interior Design (INTE)	Senior Tutor	17.29	6
Office of Resource Development	Administrative Technician	17.14	7
Exercise Science (EXSC)	Clerical Assistant/Fitness Lab/AM shift	16.71	8
Exercise Science (EXSC)	Clerical Assistant/Fitness Lab/evening shift	16.43	9
Interior Design (INTE)	Clerical Assistant/Instruction	16.43	9
Learning Resources (LRC)	Media Technician	16.43	9
Learning Resources (LRC)	Instructional Lab Technician-Learning Resources	16.14	10
Dramatic Arts (DRAM)	Clerical Assistant	15.86	11
Mesa Tutoring & Computer Center (MT2C)	Administrative Technician	15.86	11
Biology (BIOL)	Instructional Lab Technician-Microbiology	15.29	12
Dramatic Arts (DRAM)	Instructional Lab Technician-Scenic/Properties Lab	15.29	12
Honors	Senior Clerical Assistant	15.29	12
Exercise Science (EXSC)	Athletic Groundskeeper	14.71	13
Student Affairs	Student Services Supervisor 1	14.71	13
Learning Resources (LRC)	Instructional Lab Technician-Learning Resources	14.00	14
Exercise Science (EXSC) & Office of Communications	Administrative Technician, Sports Information*	13.86	15
Student Affairs	Student Activities Coordinator	13.57	16
Biology (BIOL)	Instructional Lab Technician-Anatomy	13.14	17
Accelerated College Programs (ACP)	Secretary	13.00	18
Dean, Math & Science Office	Senior Clerical Assistant	12.29	19
Student Affairs	Student Services Assistant	12.14	20
Office of Communications	Administrative Technician	10.43	21
DSPS	Senior Student Services Assistant	10.00	22
Office of Communications	Graphic Design/Photographer	9.86	23
Office of Resource Development	Administrative Technician-Event Planner	9.71	24
AVANZA	Senior Student Services Assistant	6.57	25
Hospitality (HOSP)	Instructional Lab Technician-Fermentation Science	0.00	26
Notes:			
1) All committee members scored all positions			
2) Highest and lowest scores removed			
3) Final scores are calculated to an average.			
4) The maximum average score that can be achieved is 25			
5) Shared positions requests are first scored individually and then combined for a final average			
6) * Indicates shared positions			
7) Positions with tied scores are listed in alphabetical order only			
8) None of the ranked positions had documented Health & Safety nor Accreditation regulations			
Requests not appropriate for CHP Process:			
Exercise Science (EXSC)	Athletic Trainer - Change from 10 Months to 12 Months		
Dramatic Arts (DRAM)	Theater Technician - Change from .50 to a 1.0		

ATTACHMENT #3:

Proposal for the Classified Awards Lunch Budget

Presenter: Trina Larson

2017 Classified Awards Lunch

2017 Budget

Pam/Foundation	\$	1,284.54
AS	\$	450.00
Academic Senate	\$	100.00
Classified Senate/AFT*	\$	284.47
Budget	\$	2,119.01

*Note: AFT also funds classified gift

2017 Costs

Pasta/Drinks/Dessert	\$	1,284.54
Supplies, Service, Linens, Sterno	\$	834.47
	\$	2,119.01

Cost per person 150 \$ 14.13

2017 Door Prize Donations

Foundation	4-6 cards	\$	200.00
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Supplies and Decorations Include: Decorative signage, main table flowers, table and room decorations, door prize packaging, treats. This year, we already have vases, a backdrop structure (need longer sheer drapes, lights, and a lit artificial tree we can decorate.

2018 Classified Awards Lunch Budget Proposal

2018 Budget

Pam/Foundation	Food, Drinks, 1 Cake	\$	1,825.00
Acad Senate	Requested	\$	100.00
Associated Students	Approved	\$	100.00
CS/AFT	Allocate	\$	570.11
		\$	2,595.11

*If the Academic Senate says no, \$600 from CS

2018 Costs

BBQ/Bev/Cake	175	\$	1,825.00
Veggie Burgers			82.11
Linens	23 linens/\$6 ea	\$	138.00
Dessert	Costco Desserts	\$	50.00
BBQ/Veggie/Drinks/Dessert		\$	2,095.11
Supplies/Decorations		\$	300.00
Musicians		\$	200.00
		\$	2,595.11

Cost per person 175 \$ 14.83

2018 Door Prize Donations

Foundation	4 cards	\$	200.00
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2018 Outstanding Employee Award

Foundation		\$	100.00
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