

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

Thursday, August 22, 2019  
11:00 a.m. – 12:30 p.m., I4-402

<b>ATTENDEES/ PROXIES</b>	<b><i>Executive Officers</i></b>	<b><i>Ad Hoc Positions</i></b>
	Charlie Lieu, President	Danielle Short, AFT Liaison
	Eva Parrill, Vice President	Sahar (Mona) King
	Alicia Lopez, Senate Manager	
	Alan Goodman, Treasurer (absent)	
	Naayieli Bravo, Member at Large	
	<b><i>Senators</i></b>	
	Elizabeth Jones	<b><i>Attendees</i></b>
	Amara Tang	
	Marco Chavez	
	Ana Fuentes	
	Jennifer Osborne	
	Cynthia Purnell	
Anda McComb		

**Agenda Item 1: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Lieu at 11:05 am by Senate President, Charlie Lieu and welcomed all attendees.</li> </ul>
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**Agenda Item 2: Review and Approval of Minutes:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li><b>August 8, 2019</b> – Tabled</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>upload minutes (Tabled)</li> </ul>	<ul style="list-style-type: none"> <li>Alicia</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

**Agenda Item 3: Welcome/Introductions:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Visit from Anabel Pulido regarding Twitter Training/Communications Department Overview was postponed for the next meeting including discussion of LOFT “Twitter Explorer” Badge Link.</li> </ul>
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**Agenda Item 4: Executive Board & Senator Reports:**

<b>DISCUSSION</b>	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> <li>• Shared highlights from Convocation: Tim Wise was keynote speaker</li> <li>• Lieu and Parrill had an opportunity to meet Tim Wise for a lunch event. One key takeaway that Lieu and Parrill learned from Wise is that we must be aware that we all hold a variety of privileges and that we must take the time to recognize the privileges we have because some students may not have privileges and we must extend our support. Another key highlight shared by Wise is that humanity extends the privilege of belonging and not all experience belonging which is why it is important for all to support students in all aspects.</li> <li>• Resiliency fund: Lieu explained that the purpose of the resiliency fund is to raise funds for students to help provide one-time emergency loans or grants. In addition, Classified Senate will help out with this fundraising and possibly create a subgroup which will include one classified senate executive member to be on this subgroup and is looking for classified professionals interested in helping with this project. Lieu will share more details about what has been done in the past in regards to fundraising. <ul style="list-style-type: none"> <li>○ <a href="#">Resiliency Fund</a></li> </ul> </li> <li>• <a href="#">KIC Book Scanner</a>: Lieu shared that KIC Scanner is a new technology offered by the Library to help address the book affordability issue. The scanner captures multiple pages of a book that one can email to oneself. There is no fee to use the machine, but can only capture 20% of the textbook at a time. <ul style="list-style-type: none"> <li>○ In addition there is an audio app available plus there is a feature that will make flashcards.</li> <li>○ It was also shared that the library offers <a href="#">book reserves</a>. An instructor reports to the library, a textbook that they are using in a class. The book will be held behind the circulation desk. Students can then check out the book for 1-2 hours at a time. The book reserves list is located on the library website.</li> </ul> </li> </ul> <p>b) Vice President- Eva Parrill</p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p>c) Senate Manager- Alicia Lopez</p> <ul style="list-style-type: none"> <li>• No report</li> </ul>
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- d) Treasurer- Alan Goodman
- No report
- e) Member at Large- Naayieli Bravo
- No report
- f) Senator Reports
- Amara Tang reported about the new transcript request feature on MySDCCD that is available for students who are requesting transcripts.
  - She also shared information about Transfer/Career/Evaluations office Open House and invites all classified to stop by to learn about the services we offer so they can share that information with students they work with. We also ask that classified professionals share this event with students. In addition, Career Fest is coming up on September 23-26<sup>th</sup> which is a full week of career events and job fairs to help students learn about majors offered at Mesa, explore careers by attending employer panes, gain an internships or employment from attending the internship and job fairs.
- g) Ad-hoc Reports
- Mona King stated that the Program Review Committee is looking for a classified professional representative to join. The meetings are held in the spring usually the first Friday of every month.
- h) AFT Liaison Report- Danielle Short, JD
- Provided information on recent matters from classified professionals working under instruction specifically senior secretary positions in regards to scheduling classes. The scheduling of classes used to be cyclical but now it is becoming 90% of their job in addition to their other duties increasing their work load to 12 hour days. Inputting a class used to take minimum 5 minutes but it is now taking longer up to 15-20 minutes per class and some feel discouraged to submit trouble tickets. It is becoming a spiraling issue on the instruction side and some feelings of inadequacy.
  - The goal of the group sharing this information with Danielle is not to take down campus solutions but to reconsider deadlines, reasonable time frames for inputting classes, and reasonable deadlines that will also work for students.
  - The group wants to have honest conversations about how to move forward. They are seeking to learn from others across the district to discuss solutions and have representation from all to learn if other campuses are also experiencing this in regards to scheduling classes.
  - The group is asking classified senates to express support. In addition, they may ask Academic and Classified Senate to pass a resolution

	<ul style="list-style-type: none"> <li>Lieu thanked Danielle for bringing the matter to Classified Senate and stated that the senate will support.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

**Agenda Item 5: Governance Corner:**

<b>DISCUSSION</b>	a) n/a
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**Agenda Item 6: Committee & Department Reports**

<b>DISCUSSION</b>	<p>a) Professional Development (Larson &amp; Parrill)</p> <ul style="list-style-type: none"> <li>Parrill shared with the group a new project coming from a small group within the Classified Equity Taskforce. This group shaped a new Classified Academy (pilot) and that information regarding this pilot will be shared in a future email. The goal of the academy is to encourage classified professional learning and the pilot will be yearlong with meetings on Fridays. This pilot will be only at Mesa College and participants will work on a portfolio to document their accomplishments. The pilot is looking for at least 30 participants and are hoping to have the first meeting in late September. President Pam Luster has approved the project.</li> </ul> <p>b) Mesa Pathways (Larson, Lieu)</p> <ul style="list-style-type: none"> <li>First meeting is on Wednesday, August 28<sup>th</sup>. Lieu expressed enthusiasm for the work and encourages classified professionals to participate and share their knowledge and expertise. On that note, we have to acknowledge that pathways work is going to be added work that classified professionals have to take on in addition to their daily duties/workload. It is important that classified professionals are treated in a fair and equitable way.</li> </ul> <p>c) Student Equity (Aleman) (Tabled)</p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p>d) Strong Workforce (King)</p> <ul style="list-style-type: none"> <li>No report</li> </ul>
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**Agenda Item 7: Activity Reports/Updates/Activities**

<b>DISCUSSION</b>	<p>a) Classified Senate website: Lieu updated the classified senate officer page. Lieu is looking to add a new resources page to the website and even add a link of the AFT website page that contains resources for classified professionals.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 8: New Business**

<b>DISCUSSION</b>	<p>a) CCE Conference Application Process: Danielle Short (AFT Liaison) explained the application process to attend the conference and shared that this is a unique conference of only classified professionals across other areas. It is a 3 day conference that starts on a Friday and will be held in Glendale, California. Short recommended that when applying for funds that classified professionals first try to apply for campus professional development funds and then apply for professional development funds classified conference form from AFT. Short stated that she is available to help classified professionals with questions regarding the application and funds process.</p> <ul style="list-style-type: none"> <li>• Attendees learn about rights in discipline, bargaining/contract, and how to improve the union.</li> <li>• Learn about stress management, adapting communication, and uses of technology</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 9: Old Business:**

<b>DISCUSSION</b>	<p>a) Classified Senate Directory/Survey: Bravo expressed that the information collected from the survey is to help the classified executive team to plan our meetings, team building, and other projects. It will help everyone communicate with each other better and with assigning liaisons.</p> <ul style="list-style-type: none"> <li>• Bravo is still working on the liaison assignments and will be drafting a rough sketch of the assignments.</li> <li>• Lieu added that people can trade liaison areas if someone has a preference for an area.</li> </ul> <p>b) Classified Senate Dues Campaign: (Tabled)</p> <ul style="list-style-type: none"> <li>• No report</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 10: Announcements/Events:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>a) Racial Justice in Community Colleges, September 12<sup>th</sup>, Location: MC 211</li><li>b) <a href="#">Council of Classified Employees Conference</a>, October 18-20<sup>th</sup>, Location: Glendale, CA-<a href="#">AFT Conference Travel Form</a></li></ul>
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**Agenda Item 11: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• No report</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"><li>• n/a</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>

**Agenda Item 12: Next Meeting:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• September 12, 2019 – 11:00 am-12:30pm, I4-402</li><li>• Eva Parrill (Vice President) will be facilitating the next meeting on behalf of Charlie Lieu (President) who will not be able to attend the meeting.</li></ul>
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**Agenda Item 13: Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The meeting was adjourned by Lieu at 12:30 pm</li></ul>
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Taken by Alicia Lopez, Senate Manager

Submitted by Alicia Lopez, Senate Manager

Approved on: \_\_\_9/12/2019\_\_\_\_\_