

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

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

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

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Parrill at 11:05 am by Senate Vice President, Eva Parrill on behalf of Charlie Lieu who could not be in attendance and welcomed all attendees.
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> August 8, 2019 August 22, 2019 <p>First Motion to approve minutes by Naayieli Bravo, Second Motion approved by Danielle Short at 11:10 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:

<p>DISCUSSION</p>	<ul style="list-style-type: none">• Parrill welcomed all and introduced Anabel Pulido from the Office of Communication who is in attendance to teach us about utilizing social media at Mesa. Later Alan Goodman, Senate Treasurer, will share information regarding the Classified Senate Dues Campaign.• Twitter Training and Communications Office: Anabel Pulido presented on how to utilize social media to communicate to the campus. Most students engage in platforms such as Snapchat, Instagram, Twitter, and Facebook.<ul style="list-style-type: none">○ Some Keys rules to follow when Posting on Social Media:<ol style="list-style-type: none">1. Professionalism is key, post only what you would really like to promote2. Deadlines are important to share3. Creativity to capture your audience is needed4. Creating Professional images or pages is needed as well and Anabel could support in this area as well as Katie Palacios or even with hastags.○ Anabel can also help with creating a Facebook page for an office/department and it would be similar to a business page.<ol style="list-style-type: none">1. Postings on pages can gain more track by scheduling posts on multiple platforms by using a free tool called www.buffer.com which allows users to post for free on up to three social media platforms.○ Mesa College has a Flickr Page which houses so many photos professionally taken by the Office of Communications. No account is needed to access the photos.○ Also, there will be new PowerPoint templates available from the Office of Communication in October.○ It was encouraged to use the following resource offered by the LOFT which is a “Twitter Explorer” Badge.
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Agenda Item 4: Executive Board & Senator Reports:

<p>DISCUSSION</p>	<ul style="list-style-type: none">a) President: Charlie Lieu<ul style="list-style-type: none">• No reports, not in attendanceb) Vice President: Eva Parrill<ul style="list-style-type: none">• Shared highlights from PCAB Meeting:<ul style="list-style-type: none">○ There is a current hiring freeze within the district.○ An enrollment report was provided which was positive and it highlighted that the district met its 97% of its enrollment target.
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	<ul style="list-style-type: none"> ○ Then the resiliency fund was discussed and the importance of it. ● Resiliency fund: The resiliency fund purpose 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"> ○ Resiliency Fund ○ Lieu and Parrill will share ideas for resiliency fund fundraising at the next senate meeting. ● Academic Senate: <ul style="list-style-type: none"> ○ Parrill shared that instruction is looking to create more activities that draw faculty together similar to classified senate activities that bring senate members together. ○ Faculty expressed some confusion about Mesa Pathways including some feeling excluded. ○ Faculty also discussed their Governance Resources and that they have available templates that they would like to share with those interested. <p>c) Senate Manager- Alicia Lopez</p> <ul style="list-style-type: none"> ● No report <p>d) Treasurer- Alan Goodman</p> <ul style="list-style-type: none"> ● Update on Combined Balance of Classified Senate Accounts Summary: \$4,586.82 ● Goodman also shared that BARC is offering training on how to submit BARC requests and that Jacqueline Collins from Administrative Services will have a schedule of the trainings soon. ● District Budget and Planning Council Meeting: <ul style="list-style-type: none"> ○ Goodman attended the meeting on behalf of Charlie ○ Goodman shared that the district is in “Hold Harmless” Agreement. There is a current structural deficit within the district but the district is making progress. <p>e) Member at Large- Naayieli Bravo</p> <ul style="list-style-type: none"> ● No report <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
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	<p>h) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> Short shared that Jim, AFT President, sent out an email about the classified contract expiring in June 2020 and that the union is hosting four union sessions open to union members. The sessions will be a place to ask questions about items in the contract that one may need more clarification on. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 5: Governance Corner:

DISCUSSION	a) n/a
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Agenda Item 6: Committee & Department Reports

DISCUSSION	<p>a) Professional Development (Larson & Parrill)</p> <ul style="list-style-type: none"> Parrill shared with the group that the committee who will be planning ClassiCon had their first meeting recently and if one is interested in joining that committee to let her know. <p>b) Student Equity (Aleman) (Tabled)</p> <ul style="list-style-type: none"> No report <p>c) Strong Workforce (King) (Tabled)</p> <ul style="list-style-type: none"> No report
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Agenda Item 7: Activity Reports/Updates/Activities

DISCUSSION	<p>a) CCE Conference Application process, Oct. 18-20 (Tabled)</p> <ul style="list-style-type: none"> Council of Classified Employees Conference, October 18-20th, Location: Glendale, CA-AFT Conference Travel Form
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 8: New Business

DISCUSSION	<p>a) Liaison Assignments (Bravo) (Tabled)</p> <p>b) Retirement Gift Discussion (Basket 1, Basket 2) (Tabled)</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 9: Old Business:

DISCUSSION	<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"> • Bravo is still working on the liaison assignments and will be drafting a rough sketch of the assignments. • Lieu added that people can trade liaison areas if someone has a preference for an area. <p>b) Classified Senate Dues Campaign: (Goodman)</p> <ul style="list-style-type: none"> • Classified Senate Dues Campaign: Alan Goodman shared the progress made on the dues campaign. Goodman found a past dues campaign sample and modified it. Goodman is working on a short link and a possible QR code and adding a graphic. Goodman is looking for feedback from senate members and on ideas and is planning to have a mock up for the next meeting. ○ A senate member offered an idea of possibly creating a flyer from a free tool called www.canva.com
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 10: Announcements/Events:

DISCUSSION	<p>a) Chancellor’s Forum 9/16, 2:30 pm-3:30 pm at MC211</p> <p>b) Mesa Spirit Week 9/16-9/21</p> <ul style="list-style-type: none"> • Enter door decorating contest by 9/5 • Judged by Classified Senate President/Vice President on 9/16 • 9/17- Pep Rally at Mesa Commons
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Agenda Item 11: Roundtable:

DISCUSSION	<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 12: Next Meeting:

DISCUSSION	<ul style="list-style-type: none">September 26, 2019 – 11:00 am-12:30pm, I4-402
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Agenda Item 13: Adjournment:

DISCUSSION	<ul style="list-style-type: none">The meeting was adjourned by Eva Parrill at 12:35 pm
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Taken by Alicia Lopez, Senate Manager

Submitted by Alicia Lopez, Senate Manager

Approved on: _____9/26/2019_____