

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

Thursday, October 22, 2020  
11:00 a.m. – 12:30 p.m., Virtual Zoom

<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	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Catherine Cannock, Member at Large	
	<b><i>Senators</i></b>	
	Elizabeth Jones	<b><i>Attendees</i></b>
	Amara Tang	
	Marco Chavez (absent)	
	Ana Fuentes (absent)	
	Jennifer Osborne (absent)	
	Cynthia Purnell (absent)	
Anda McComb (absent)		

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Charlie Lieu, Senate President, at 11:02 am 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>October 8, 2020 – Tabled</b></li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>upload minutes</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>The meeting was called to order by Charlie Lieu, Senate President, at 11:02 am.</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><b>10/13 Campus Community Forum-</b> Shout out to Eva, Trina, and Mona who will be presenting at the Campus Community Form.</li> </ul> <p>The goal is to assemble a PCAB taskforce (name to be determined later) for professional learning based on the incident that happened at PCAB. No specifics on if classified must be a part-time or full-time employee. Think about it if you are interested in being part of this taskforce and let Eva know.</p> <ul style="list-style-type: none"> <li><b>10/20 PCAB Recap-</b> PCAB approved the program review committee resolution and about adding additional representatives to facilities and safety committee.</li> </ul> <p>Spring scheduling in progress. Business, exercise science, and phlebotomy face-to-face classes to be on campus for the spring 2021 semester.</p> <p>b) Vice President- Eva Parrill</p> <ul style="list-style-type: none"> <li><b>10/21 DGC Recap-</b> The major discussion at DGC was concerning budget. The budget is still unsure depending on government stimulus. Spring will have more hybrid but mostly online. Still unsure about athletics and if able to hold events. They have the plan ready in case we to return to campus. Since we are expecting a wave of COVID19 again, they are not ready to bring anyone back to campus. <ul style="list-style-type: none"> <li>Gregory Smith will be replacing Will Surbrook as Vice Chancellor of Human Resources.</li> <li>There is a new board policy on sustainability.</li> </ul> </li> <li><b>Calling in to Action (Recap)-</b> Eva shared that there is a Calling in to Action Discussion today at 2 pm. Mona will be leading the discussion.</li> </ul> <p>c) Senate Manager- Alicia Lopez</p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p>d) Treasurer- Alan Goodman</p> <ul style="list-style-type: none"> <li><b>CS Budget –</b> Checks have been received and will be added into the Classified Senate account.</li> </ul> <p>e) Member at Large- Catherine Cannock</p> <ul style="list-style-type: none"> <li><b>Fall Fundraiser-</b> Shared some ideas for Fall Fundraising that were discussed called “Gratitude Cards.” Alicia proposed the initial idea to the</li> </ul>
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	<p>team via email which we then discussed in a meeting to further develop Gratitude Cards for this fundraiser. The “Gratitude Cards” would be like what we did for last spring’s fundraiser but this time we would not offer the option of printing and mailing due to the short time frame. We would only do electronic cards that can be created through Canva.com and then offer 4 card templates for people to choose from and offer if they would like to add their own special greeting. Lastly at the end of the fundraiser, we would send a thank you email to the campus for their participation, include the amount raised, and include a large “wordle” with most common gratitude words expressed by people in their cards. The “Fall Fundraising” team consists of Amara, Elizabeth, Alicia, Alan, and Charlie.</p> <ul style="list-style-type: none"> <li>• <b>10/19 Academic Senate (Recap)-</b> Tabled</li> </ul> <p>f) Senator Reports</p> <ul style="list-style-type: none"> <li>• Elizabeth shared admissions and registration information- priority registration deadline is this Friday 10/23 for the spring.</li> </ul> <p>g) Ad-hoc Reports</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p>h) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> <li>• Encourages all to vote. Making progress with the associations regarding classified contract. Keep an eye out for email from Jim. We will get an agreement copy and get a chance to vote on contract to ratify it.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 5: Committee & Department Reports**

<b>DISCUSSION</b>	<p>a) <b>Professional Development (Parrill/Lopez)</b></p> <ul style="list-style-type: none"> <li>• <b>Professional Learning-</b> Alicia 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 flyer has been circulated through an email from Mesa Pathways &amp; the LOFT to the Mesa campus.</li> </ul> <p>b) <b>Mesa Pathways (Lieu)</b></p> <ul style="list-style-type: none"> <li>• They are developing a newsletter with the Office of Communication to send Mesa Pathways communication once a month.</li> <li>• A proposed new sub-group in pathways is being discussed. This</li> </ul>
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	<p>group will be charged with bringing topics to district leaders about updating and changing district policies and procedures, so Mesa programs and personnel can work more efficiently.</p> <p>c) <b>Program Review/PIEC (McComb/King)</b>- Tabled</p>
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**Agenda Item 6: Old Business**

<b>DISCUSSION</b>	<p><b>a) CS Joint Resolution – Condemning Sexist and Threatening Language</b></p> <p>a) We reviewed the CS join resolution and approved the language today. Anda and Eva provided some changes to the resolution. We discussed that as classified, we are in the middle tier/structure and it potentially includes the fear of retribution or discrimination with our managers or supervisors.</p> <p>i. 1<sup>st</sup> Motion to approve, by Eva Parrill, all in favor of approval. Approved by Alan, Catherine, Anda, Danielle and Elizabeth, and Alicia. Charlie will bring this forward to PCAB for it to be approved.</p> <p><b>b) Name Tag Project Relaunch (Lieu)</b></p> <p>a) We have 50 who have signed up for a name tag. Encourages all to do it. It is free and it would be beneficial to have one. Allocated for 300 name tags. We have until Oct. 30th to submit the request.</p> <p><b>c) CS Volunteer at Farmer’s Market (Parrill)</b></p> <p>a) Great opportunity for Classified Senate to show support for our students. Discuss with manager which date you can participate. Important to sign-up for safety protocols.</p> <p>i. Monday, 11/2/2020 at 1:00 pm to 2:00 pm</p> <p>ii. Thursday, 11/19/2020 at 10:30 am – 2:00 pm</p> <p><b>d) Launch of Classified Professional Learning Incentive Program</b></p> <p>i. First 10 people that sign-up will get a gift card. Pam will match by \$200 dollars for more \$10 dollar gift cards, then the rest for the whole opportunity drawing. Take a few minutes to submit your form on any professional development attendance.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 7: New Business**

<b>DISCUSSION</b>	<p>a) <b>Presentation Best Practices (Plambek)</b> - Charlie introduced him for professional learning. It would be great for us to not only attend professional learning events, but also facilitate them. Scott Plambek</p>
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is a Communications instructor at Mesa. He works in the communication department and teaches public speaking. Has worked with Charlie on some work within the Honors program. He will talk about public speaking and communications best practices. Below is a summary: Public Speaking

- **Building Confidence in the arena of public speaking-** Public speaking anxiety is normal- top areas that people expressed a fear are in 1) speaking to public 2) speaking in a meeting or class 3) speaking to people in authority 4) speaking for an important exam or in an interview.
  1. If we present, people will be supportive and on board. Overcome being nervous, transform anxiety into positive nervousness, prepare for presentation, be positive, visualize success, experience more public speaking. Nervousness is not visible.
- **Delivery Techniques-** How do we prepare to deliver? Don't memorize what you want to say, because then you set yourself for failure, this is not a natural way to deliver, not something our human brain is designed for.
  1. Alternative way is "Extemporaneous" speaking, using conversation to talk about something. How? Choose a topic you are familiar with or study the topic. (approach it relaxed) Prepare a detailed outline or plan when preparing, games or visual aid. Plan out the structure. Lastly, deliver speech using bullet point outline. This will help guide you through your workshop.
- **Visual Aids-** Use visual aids such as photos/images.
  1. Helps you reach different learning types and gives you your structure. Visuals becomes your set of notecards as a speaker. Helps navigate you through your presentation. If creating visual aids, stick to using bullet points, 5x5 rule no more than 5 images or 5 words in a slide. Don't read to audience from the slide.

b) **BP 6980 – Sustainability (Leavitt)-** Today a new board policy was shared. Dean Leavitt is the Co-chair of Sustainability and the District has reestablished a district environmental sustainability committee. BP 6980. Sustainable practices balance three needs: environmental quality, social equity, and economic productivity. The district sustainability program works to analyze the impacts of decisions today and in the future. This policy was put out in the spring of 2020.

- **BP 6980 – Sustainability** The following policy expresses the Board's intent to implement a District-wide Sustainability program in accordance with applicable state laws, District

	<p>goals, and District resolutions. Sustainable practices balance three needs: environmental quality, social equity, and economic productivity. The District acknowledges that the environment provides the foundation upon which society rests, and society provides the support for the economy to function. A core tenet of sustainability requires that the present generation meet its needs without compromising the ability of future generations to meet their needs. The District’s Sustainability program works to analyze the impacts of decisions today and in the future.</p> <p>1. Charlie mentioned to Dean Leavitt that we hope to have more people in our next meeting to review and approve this new board policy.</p> <p>c) <b>Mesa Foundation Position (Lieu)</b>- A classified position is available on their board. If this is something you are interested in, then please notify Eva Parill. This is high profile board with Pam and several trustees and key community members.</p> <p>d) <b>The Joyce Skaryak Classified Sente Scholarship (Parrill)</b>- Tabled</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 8: Announcements/Events:**

<b>DISCUSSION</b>	<p>a) <a href="#">Student Services Hotline</a></p> <p>b) <a href="#">Go2Knowledge (On-demand Professional Learning Opportunities)</a></p>
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**Agenda Item 9: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Charlie- CFT Conference on 11/14 Danielle will be presenting.</li> <li>• BOT MTG at Mesa 11/12 @ 4pm coming up.</li> <li>• Eva- There is funding from the Conference and Travel committee, if there is a virtual conference or workshop you would like to attend.</li> <li>• Catherine- There is a staff facing computers sign-up, be able to request monitor from work to take home. Charlie has a contact with David Fiero, if you need a laptop, he can assist with getting a laptop.</li> <li>• Great resource to learn about the propositions for the upcoming election at <a href="https://www.kcet.org/ballot-brief">https://www.kcet.org/ballot-brief</a></li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item 10: Next Meeting:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• November 12, 2020, 11:00 am - 12:30 pm, Location: Virtual on Zoom</li></ul>
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**Agenda Item 11: Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The meeting was adjourned at 12:35 pm</li></ul>
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Taken by Alicia Lopez

Submitted by Alicia Lopez, Senate Manager

Approved on: \_\_12/10/2020\_\_