

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

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

ATTENDEES/ PROXIES	<i>Executive Officers</i>	<i>Ad Hoc Positions</i>
	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	
	<i>Senators</i>	
	Elizabeth Jones	<i>Attendees</i>
	Amara Tang	Claudia Perkins
	Marco Chavez	Kirumira “Fred” Kasule
	Ana Fuentes (absent)	
	Jennifer Osborne (absent)	
	Cynthia Purnell (absent)	
	Anda McComb (absent)	

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Charlie Lieu, Senate President, at 11:01 am and welcomed all attendees.
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> October 8, 2020 – Review 1st motion to approve by Elizabeth Jones, and 2nd Motion to approve by Eva Parrill. All in favor of 10/08/2020 minutes approved with no objections at 11:10 am.
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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:

DISCUSSION	<ul style="list-style-type: none">• The meeting was called to order by Charlie Lieu, Senate President, at 11:01 am. Today we have three guests who will be presenting. Kirumira “Fred” Kasule from IE and Mona King will be sharing data and summarize findings on how COVID-19 has affected classified employees and students. We will also be learning about student rights and responsibilities from Claudia Perkins.
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Agenda Item 4: Executive Board & Senator Reports:

DISCUSSION	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none">• 11/3 PCAB (Recap)- Danene Brown is leaving Mesa and moving on to join regional consortium chair for Strong Workforce @ Grossmont College.. Part of the process of any vacancy to receive district approval for hiring her replacement.<ul style="list-style-type: none">○ Mesa Taskforce formed- Approved by Pam for the situation that happened at PCAB a few weeks ago. There are classified professionals on this taskforce. They’ve already reached out to the national conflict center and will offer bystander training to teach. This first round of training will be offered only to PCAB members first, but Eva said it will be open to all on campus after the first training. There will be training options in November and December. Charlie highly encourages all because these situations occur on campus. Learn how to stand up in an effective way.○ Athletics in the spring- Final decisions to compete is still in discussion, partner with local health authorities, on if Mesa wants to roll this out.○ Holiday Soup and Sweets drive thru event for Mesa employees- Variations of soup and sweets to choose from on December 2nd. Choose a soup and a dessert with bread. Great gesture from our president and community.• PCAB approval of Classified Senate Resolution: Condemning Sexist and Threatening Language- presented our resolution at PCAB and it was overwhelmingly approved. They thanked CS for putting this together. Charlie wants to thank all who contributed in the process of putting it together.• Classified Contract Settlement- COVID Related Contract Ratified- 90.5 % approved. Will only be temporary. <p>b) Vice President- Eva Parrill</p> <ul style="list-style-type: none">• Calling in to Action (Recap)– Meeting last Tuesday, Sympathy vs empathy discussion, were able to also talk about the post-election
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	<p>feelings. Next meeting will be until December 8th.</p> <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"> • 11/4 District Planning and Budget (Recap)– Meeting from last Wednesday, block grant was received. Federal money needs to be spend by Dec. 21st this year. State money is by 2022. Prioritizing spending laptops and technology for students, faculty, and employees. Reassessment after December 2020 and see if there are any deficits that need to be filled. CARES 14 million funds for students. We are about to exhaust the CARES funds received from June, now waiting on further packages. Student centered funding formula has not once been fully funded by the state at its full amount. A lot of uncertainty for the future. February is the date where the state will stop paying the district, we have enough reserves in our district to pay and that will probably take into effect into May. Delay in this would save money. Jan 10th Gov Newson will give the information regarding the real numbers. • Senate Accounts– Senate accounts, Alan picked up dues from August and September, made deposits and combined \$6,647 in classified senate accounts. <p>e) Member at Large- Catherine Cannock</p> <ul style="list-style-type: none"> • 11/2 Academic Senate (Recap)– Table <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 <p>h) AFT Liaison Report- Danielle Short, JD</p> <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 5: Committee & Department Reports

DISCUSSION	<p>a) Professional Development (Parrill/Lopez)</p> <ul style="list-style-type: none"> • Professional Learning- Eva shared there is an Equity Leadership Alliance Convening in the future, email coming soon. <p>b) Mesa Pathways (Lieu)- Tabled</p> <p>c) Program Review/PIEC (McComb/King)- Tabled</p>
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Agenda Item 6: Old Business

DISCUSSION	<ul style="list-style-type: none"> a) Review/Vote Accreditation Midterm Report – <ul style="list-style-type: none"> a) Midterm report presented by Danene Brown at past meeting: approved report by classified senate. Charlie called a motion to approve the report since we have all previously reviewed it. <ul style="list-style-type: none"> i. Motion approved by all at 12:28 pm b) Review/Vote PB – 6980 on Sustainability <ul style="list-style-type: none"> a) Dean Leavitt is the Co-chair of Sustainability and the District has reestablished a district environmental sustainability committee. BP 6980 which was presented to senate at a past meeting for review. The following policy expresses the Board’s intent to implement a District-wide Sustainability program in accordance with applicable state laws, District goals, and District resolutions. Sustainable practices balance three needs: environmental quality, social equity, and economic productivity. Charlie called a motion to approve. All approved. <ul style="list-style-type: none"> i. Motion approved by all at 12:28 pm c) CS Volunteer at Farmer’s Market (Parrill) <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> i. Thursday, 11/19/2020 at 10:30 am – 2:00 pm d) Name Badge Initiative – Next Steps (Lieu) <ul style="list-style-type: none"> i. Next steps: Charlie will sort the entries by managers and send the badge request to managers for their approvals.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 7: New Business

DISCUSSION	<ul style="list-style-type: none"> a) Impact of COVID-19 on Classified Professionals (King/Kasule) – <p>Mona and Fred presented finding on RP groups COVID 19 survey results for Mesa students and faculty. Report on summary of data that RP groups sent out. Faculty and students responded. In the past they highlighted student feedback but now have classified feedback. Survey was commissioned.</p> <ul style="list-style-type: none"> ○ Student Survey: 1st portion impact of students: 1,585 students responded to adaptation to distance education, disruption to student’s finances, and technological challenges. Results: <ol style="list-style-type: none"> 1. Difficulty concentration on schoolwork from home 2. Struggle balancing life work and family and school
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	<ul style="list-style-type: none"> responsibilities 3. Insufficient reliable internet 4. Lack of adequate technological devices such as PC/Laptop 5. Don't have time for school right now <ul style="list-style-type: none"> a. 53% students reported a decline in income b. 41% reported no change in their income c. 7% reported an increase in incomes ○ Common challenge between student and faculty: <ul style="list-style-type: none"> 1. 48% students have a preference for face to face classes 2. 40% feeling isolated due to lack of interaction and connection with other students 3. 27% having difficulty with a course and cannot complete online work and requirements. ○ Faculty Survey: 175 response from faculty (88 full time & 87 adjuncts) To 6 challenges: <ul style="list-style-type: none"> 1. Decrease in student engagement 2. Prefer face to face instruction 3. A diminished sense of community in online classes 4. Difficulty translating courses and lesson plans to online learning <ul style="list-style-type: none"> a. 6.3% faculty reported taking on unemployment insurance ○ How Mesa can help faculty: <ul style="list-style-type: none"> 1. 88% need necessary adjustments to workload and expectation 2. 73% communication and updates on COVID 19 responses need to be regular 3. 62% asked for laptop or desktop to work remotely. ○ Classified Survey: 85 from Mesa responded to survey. Top challenges: working remotely, technology, mental-health, self-care. Challenges: 76.5% had no prior experience working remotely before March 2020. Some classified issues: <ul style="list-style-type: none"> a. 37% reliable internet b. 48% devices laptop, software c. 44% electronic databases, no access d. 45% reported feeling afraid as if something awful might happen (still pressure to work, responsibility ○ Top 6 challenges: <ul style="list-style-type: none"> 1. Health and well-being 2. What the future holds 3. Students' health and well-being 4. Working effectively despite changes in the work environment 5. My personal well-being 6. The health and well-being of those close to you
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- a. 39% reported having difficulty managing work-life balance. No training and at the same time handling everything. How to balance it all.
- o To effectively work remotely, classified professionals need:
 1. Adjustment- necessary adjustments to workload and expectation, flexible work schedules, plans to accommodate high risk medical conditions
 2. Communication-regular campus updates on status of COVID 19
 - a. 42% agree and 23% strong agree that Mesa has effectively communicated them regarding COVID 19 updates.
 3. 48% need tools for remote work
 - a. 33% need access to electronic filed and databases necessary to do job
- o Charlie suggested that a new survey be sent out to see where we are in 6 months after the initial survey was sent. Our needs may have changed. Include part-time employees as well into the survey responses.

- b) **Student Rights and Responsibilities (Perkins)**- Claudia Perkins who is the Student Compliance Officer at Mesa College shared information regarding students' rights.
 - o Students feel they might not have access to this knowledge. All students have the right to a safe learning environment free from disruption and interference. Some may feel they have experienced harassment, discrimination, or any violation of their civil rights. Student Affairs is here to assist students and employees.
 1. www.sdccd.edu/students/complaint-process
 - a. Student Affairs 619-388-2699
 - o Any mental health stress, obsessive compulsive disorder falls under **540 A** mental health challenges. A lot students don't want to file online and sometimes just want to talk to someone.
 - o All employees, Title 5 complaint process or any employee feels they've been discriminated or bullied can fill out this form. Site compliance is for all not just students.
- c) **Gratitude Card Fundraiser (Cannock)**- Fundraiser, update, kicked it off on Monday evening at 6 pm, we've had 1 order and will continue until next Friday at 12 pm. Spreadsheet shows 13 orders, but individually 3 people placed orders. Sending out another reminder today to CS DL for Mesa, Friday, and next week.
- d) **The Joyce Skaryak Classified Sente Scholarship (Parrill)**- It's time for thinking about the scholarship—recertify that we will be offering our scholarship again. Last year 4 scholarships at \$300 each. We plan on doing the same this year. Eva will meet with scholarship

	subcommittee this Friday.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 8: Announcements/Events:

DISCUSSION	<ul style="list-style-type: none"> a) BOT Meeting at Mesa – 11/12 @ 4:00-5: 00 pm b) CFT Conference – 11/14 c) Flexible Spending Open Enrollment (Nov. 1-15) d) Classified Hacks #2 (11/17 @ 10:00 am e) Next Steps: A Classified Calling in to Action <ul style="list-style-type: none"> • December 8, 10:00 am https://cccconfer.zoom.us/j/95663238852 f) Mesa Reads The Best We Could Do by Thi Bui <ul style="list-style-type: none"> • November 13, 2020 2:00-3:00 pm Zoom: https://cccconfer.zoom.us/j/4781493623 g) Go2Knowledge (On-demand Professional Learning Opportunities) h) SDCCD District Professional Development <ul style="list-style-type: none"> • Business Writing Tune- Up (Nov. 19th, 9:00-11:00 am) or (Dec. 2nd, 9:00-11:00 am) <ul style="list-style-type: none"> ○ Register by contacting profdevelopment@sdccd.edu • Microsoft Office Workshops <ul style="list-style-type: none"> ○ Register by contacting profdevelopment@sdccd.edu
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Agenda Item 9: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> • Knowledge Share
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 10: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> • December 10, 2020, 11:00 am - 12:30 pm, Location: Virtual on Zoom
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Agenda Item 11: Adjournment:

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned at 12:41 pm
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Taken by Alicia Lopez

Submitted by Alicia Lopez, Senate Manager

Approved on: 2/11/2021