

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

Thursday, February 27, 2020
11:00 a.m. – 12:30 p.m., LOFT

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 (absent)
	Alicia Lopez, Senate Manager	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Naayieli Bravo, Member at Large	
	<i>Senators</i>	
	Elizabeth Jones	<i>Attendees</i>
	Amara Tang	Soon-Ah Fadness
	Marco Chavez	
	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 11:00 am and welcomed all attendees.
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> January 23, 2020 – Tabled February 13, 2020 – Tabled
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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">• The meeting was called to order by Charlie Lieu, Senate President, at 11:00 am.• Lieu introduced guest Soon-Ah Fadness, Professor at City College, who will be presenting on AFT Mentor Program. Ian Duckles, Site Coordinator at Mesa, collaborates with Soon-Ah on this program but could not be in attendance today. This program could be the mentorship program that Mesa needs for onboarding new faculty and classified professionals. Program completion would result in 2 certificates earned over the course of 2 years.• AFT Mentor Program:<ul style="list-style-type: none">○ Context: 2 year pilot program at City for new full time faculty hires but has expanded to serve adjunct and classified professionals. Mentors in the program develop professional development flex activities to support mentees who are new faculty, adjunct, and classified professionals.○ Members take 3 classes over the course of one year. Courses count towards the Educational Incentive Program.○ Application to AFT Mentor Program at City requires for employees to have been employed at least 1 year but most applicants range from having been in the district 1-5 years. Max capacity to serve about 20 which would be about 5-10 mentor and mentee pairings.○ Mentors and mentees meet at least once a month. Classified professionals must get approval from the beginning to meet on paid time. The coursework would be through City College and all is online.
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Agenda Item 4: Executive Board & Senator Reports:

<p>DISCUSSION</p>	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none">• 2/18 PCAB Recap- Isabel O’Connor, VPI, provided insight on enrollment. We are over 100% of our enrollment cap for the spring semester which is good news. We met FTES target.• Classified Professionals Union Contract feedback- AFT is collecting feedback via email. All classified professionals are encouraged to email AFT regarding what we would like our union to include as suggestions for the contract. New contract will be in place July 1st.• Student Health “Circle of Prevention”- The purpose is to delay the spread of COVID-19. They are providing free thermometers for students and teaching prevention best practices.• Mesa 2030 Department Interviews – There will be department
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meetings to gather information on the following.

- What trends do we see specific to our area
- Strategies to improve the outcomes in our area
- Facilities support

b) Vice President- Eva Parrill

- **Classified Senate Scholarship – Review Process** - Parrill shared that scholarship application is closed. There were 23 applicants. The next steps for the committee are first clearing employees, next committee will read applications and score, then on March 6th identify the winners.
- **Classified Senate Scholarship Banquet Table** – Currently are discussing purchasing a table for scholarship ceremony to seat 10 people. [4 seats for classified scholarship winners, 3 seats for reviewers, and 3 additional spots]
 - The 3 additional spots are open to senate members who would like to purchase a ticket. We are looking at two options. Option 1 is to offer 3 spots to senate members who would like to purchase a ticket. Current fees for attendees estimate: \$20-25 student fee, \$35-40 employee fee if not currently a student
 - Option 2 is to offer the 3 spots in an opportunity drawing to people who pay dues to Classified Senate.
 - Voted: All senate members in attendance agree to allocate 3 Classified Senate Scholarship Banquet table spots through an opportunity drawing to individuals who pay Classified Senate dues.
- **AS Funding Request** – Eva submitted a funding request through Associated Students for Classified Appreciation Service Awards Banquet. There will be a meeting she will attend to explain the request of about \$100 and we purchase an AS card.

c) Senate Manager- Alicia Lopez

- **2/12 Mesa Pathways Committee Recap**- Alicia attended the meeting on behalf of Charlie. The primary focus of the meeting were the results from the Grad Survey Report. Last year in the spring it was sent to 2,000 students who were graduating. Development of the survey took place in 2018-2019. Some questions were pulled from the Career Center’s First Destination Survey. Grad Survey Results are available on the Data Dashboards from Institutional Research. Bridget Herrin shared the survey results to all MPC. Primary results of focus were on questions about what successful grads tell us about their experience at Mesa and why do students

	<p>come to Mesa. In addition, we looked at results on how does a change in major affect students. Next, MPC had a debrief on feedback from MPC retreat. Then Brave Communication group provided recommendations for communication across campus. These were vetted from MPC retreat.</p> <p>d) Treasurer- Alan Goodman</p> <ul style="list-style-type: none"> • February 13th deposit of \$109 dollars. We now have total \$5,021.68 in Classified Senate Account. Breakdown is \$4,548.80 in checking account current. \$416.34 in primary savings, and \$56.54 in savings. <ul style="list-style-type: none"> ○ Then, we have \$1,350 in Classified Senate Foundation Account. <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 <p>h) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> • Jim Mahler sent out endorsements. Per union contract, if workday is scheduled where you can't go to vote then you may ask to go to the polls. There is release time available in the contract. Polls are open from 8:00 am – 8:00 pm.
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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)</p> <ul style="list-style-type: none"> • ClassiCon- Parrill shared committee is moving forward with all of vendors for ClassiCon events. <p>b) Mesa Pathways (Larson, Lieu)</p> <ul style="list-style-type: none"> • 2/26/2020 Mesa Pathways Recap - Charlie Lieu shared that “Brave Communication” group has a plan in regards to subgroup communication. It was recommended that each subgroup will provide minutes in a 1-2 page document. First, add all reporting minutes to the Mesa Pathways website and will hire a NANCE for this role and in taking care of uploading to MPC website. Next, a newsletter should circulate around the campus.
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	<ul style="list-style-type: none"> ○ During this meeting the Onboarding and Career Exploration group provided updated information to MPC. <p>c) Student Equity (Aleman)</p> <ul style="list-style-type: none"> ● Classified Senate Volunteers at Farmer’s Market, Thursday 3/19 (noon – 3:00 pm) <ul style="list-style-type: none"> ○ All classified senate members are encouraged to support at the Farmer’s Market. Johanna needs of volunteers. Classified Senate is set to help specifically on 3/19.
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Agenda Item 6: Activity Reports/Updates/Activities

DISCUSSION	a) Classified Leadership Institute Conference – June 11-13 (Parrill)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● n/a	● n/a	● n/a

Agenda Item 7: New Business

DISCUSSION	<p>a) Vote to approve use of Block Grant Funding for CLI Conference (Lieu) (Tabled)</p> <p>b) Classified Gift Options? (Tabled)</p> <p>c) 4CS Membership Fees (Tabled)</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● n/a	● n/a	● n/a

Agenda Item 8: Old Business:

DISCUSSION	<p>a) Vote on New Mesa Instructional Council Committee (Lieu)</p> <ul style="list-style-type: none"> ○ Isabel discussed this with Classified Senate at the last 2/13 Classified Senate meeting. Alan mentioned that verification of classified being part of this is necessary and not to be overlooked. Charlie asked for Classified Senate in attendance to vote. <u>All agreed</u> and in favor of supporting the new Mesa Instructional Council Committee. <p>b) Name Tag Project Update (Lieu)</p>
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	<ul style="list-style-type: none"> ○ VPI Admin Services has agreed to pay for the Name Tags. It will be purchased by Admin Services. It will be a gold design, final approval of the design will go through Communication Office with President Pam’s support in rolling out the project. ○ Name tags will have name, title, and service area. Charlie will send out an email to DL sometime next week. Then, we would follow up with our liaison areas to collect names of those interested in getting a name tag. These will be free to classified professionals and doesn’t come out of our budget. The soft deadline to create an interest list is March 9th the there will be a final deadline hopefully by March 20th ○ Marco mentioned that it might be best to collect a head count for name tags and overestimate since we may possibly not get an exact list right away on the interest list since we have a short turnaround time. <p>c) Classified Employee of the Year Award Process (Goodman/Bravo) (Tabled)</p> <p>d) District Budget Meeting support (Lieu) (Tabled)</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 9: Announcements/Events:

DISCUSSION	<ul style="list-style-type: none"> a) Career Fest (3/9-3/13) b) Classified Senate Volunteers at Farmer’s Market – 3/19 (noon – 3:00 pm) @Front of BT c) Mesa JumpStart 3/21 8:30 am – 12:00 pm d) Outreach Department: Journey to Mesa e) Canyon Day 4/11 (9:30 am – 11:30 am) @Tecolote Canyon f) EOPS: Free Legal Consultations g) District Professional Development Opportunities <ul style="list-style-type: none"> • Microsoft Office Trainings/Which Training is right for you • Spring 4-Hour Classified Workshops • Spring 4-Hours Classified Workshops- Part 2 • Situational Awareness Workshops
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Agenda Item 10: 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 11: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> • March 12, 2020, 11:00 am - 12:30 pm, Location: I4-402
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Agenda Item 12: Adjournment:

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

Submitted by Alicia Lopez, Senate Manager

Approved on: ___5/14/2020_____