

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

Thursday, February 22, 2018  
10:00 a.m. – 11:30 a.m., I4-402

<b>ATTENDEES/ PROXIES</b>	<b><i>Executive Officers</i></b>	<b><i>Ad Hoc Positions</i></b>
	Trina Larson, President	Olivia Picolla
	Yolanda Catano, Vice President	Des Short
	Alan Goodman, Senate Manager	
	Angie Avila, Member at Large	
	<b><i>Senators</i></b>	<b><i>Attendees</i></b>
	Johanna Aleman	
	Kathy Fennessey	
	Mona King	
	Eva Parrill	

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Larson at 10:00am</li> </ul>
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**Agenda Item 2:      Review and Approval of Minutes:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>February 8, 2018 minutes – approved</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>upload minutes</li> </ul>	<ul style="list-style-type: none"> <li>Alan</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting</li> </ul>

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li></li> </ul>
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**Agenda Item 4: Executive Board & Senator Reports:**

<b>DISCUSSION</b>	<p>a) President- Trina Larson</p> <ul style="list-style-type: none"><li>• <b>DGC &amp; President's Cabinet</b> – The funding formula is still in flux. It's currently standing at 50% FTES/25% Low-Income Status/25% Outcomes. Many groups are modeling what this would look like for colleges and the discussion continues. Mesa's Classified Senate has reached out to our state organization to ask what advocacy efforts they may be undertaking.</li><li>• <b>Strategic Planning Task Force</b> - We need a rep to attend Wednesday's meeting from 2:30-4:00 at the District, room 245.</li></ul> <p>b) Vice President- Yolanda Catano</p> <ul style="list-style-type: none"><li>• no report</li></ul> <p>c) Administrator- Alan Goodman</p> <ul style="list-style-type: none"><li>• Still needs office coverage during meetings due to no work study available due to classes - may not be able to attend Spring 2018 meetings if coverage is not found</li></ul> <p>d) Treasurer- Charlie Lieu</p> <ul style="list-style-type: none"><li>• no report</li></ul> <p>e) Member at Large- Angie Avila</p> <ul style="list-style-type: none"><li>• no report</li></ul> <p>f) Senator Reports</p> <ul style="list-style-type: none"><li>• Kathy Fennessey<ul style="list-style-type: none"><li>○ Scholarship deadline passed, 14 applications for CS scholarship</li><li>○ 256 drafted but did not submit</li><li>○ 1594 submitted applications</li><li>○ ~4 applications average per student who applied</li><li>○ Moving forward on thank you cards for monthly donations – all will sign, liaison will deliver in person</li></ul></li><li>• Des Short<ul style="list-style-type: none"><li>○ Can AFT have a spot in senator reports? YES</li></ul></li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"><li>• Send to Des &amp; Mona work study ad</li></ul>	<ul style="list-style-type: none"><li>• Alan</li></ul>	<ul style="list-style-type: none"><li>• ASAP</li></ul>

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>a) New 2018 Commencement Ticket Requirement &amp; Other Changes (Short)<ul style="list-style-type: none"><li>• Now requiring tickets for guests – still free, but limited to 5 tickets per graduate; giving out 2 additional per day the week before graduation if extra</li><li>• Graduates parking outside USD, bussed in from trolley stop</li><li>• Will need volunteers for check-in</li><li>• First class of Baccalaureate degrees</li><li>• SEE ATTACHMENT 1 – TICKET HANDOUT</li></ul></li><li>b) Mesa Pathways (Larson/Catano/Picolla)<ul style="list-style-type: none"><li>• A reminder that the college is developing a work plan that will outline our Mesa Pathways work for the first 18 months. The Mesa Pathways Planning Taskforce, with input from our Classified subgroup, has identified six priorities and is developing plans for each of these.</li><li>• Ten members of the college planning group attended a workshop yesterday where we had team time to write and opportunities to attend breakout sessions. We got to see what other colleges are doing and how they are approaching the work.</li><li>• Other colleges are having success</li><li>• We already do a lot of the work required, need to put it all together</li><li>• A draft of the plan will come to our next meeting for a first read. A week later we'll give it a second read and vote. The following Tuesday (March 20), it will be taken to PCab. The plan is due to the State shortly after that.</li></ul></li><li>c) Strong Workforce (King)<ul style="list-style-type: none"><li>• SEE ATTACHMENT #2 – STRONG WORKFORCE</li><li>• Link at end of attachment, application – please provide feedback on process of application so Mona can report at next meeting. Feedback due 03/07/18.</li><li>• Internship component – putting students into different programs/departments for work experience – may use WORK-270 or create course for each discipline (FASH 270)</li><li>• There is some pushback on creating internships districtwide. Advocacy may be needed.</li></ul></li><li>d) Equity (Aleman)<ul style="list-style-type: none"><li>• Equity funds are now fully allocated to many departments and to personnel, supporting a number of initiatives to mitigate disproportionate impact. As the efforts have grown, more of their work has become institutionalized; so funds aren't available for ad hoc projects as they once were. Outcomes from expenditures are examined.</li><li>• We are finalizing out the deal with Feeding San Diego for fresh</li></ul></li></ul>
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	<p>produce. We will get one single bulk pallet/barrel each with a single item, 1-2 items per delivery. This will be available for anyone on campus, not just students, and will be located on campus, perhaps at multiple kiosks around campus, but not at The Stand. We will work with Food Services and Culinary when food “needs to be cooked”</p> <p>e) Immigrant Students (Catano)</p> <ul style="list-style-type: none"> <li>• DACA Advocacy Week dates forthcoming</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• View attachment #2 (Strong Workforce) and provide feedback on application process to Mona</li> </ul>	<ul style="list-style-type: none"> <li>• all</li> </ul>	<ul style="list-style-type: none"> <li>• 03/07/2018</li> </ul>

#### Agenda Item 6: Activity Reports/Updates

<b>DISCUSSION</b>	<p>a) Dave &amp; Buster’s Report (Lieu)</p> <ul style="list-style-type: none"> <li>• Tabled</li> </ul> <p>b) Handbook Status (Catano)</p> <ul style="list-style-type: none"> <li>• Need to give feedback for submissions, will send out hopefully over the weekend</li> </ul> <p>c) Webpage Development (Goodman/Larson)</p> <ul style="list-style-type: none"> <li>• Committee update pages?</li> <li>• Each take ownership for parts of content (i.e.</li> <li>• Initiatives page, each person writes 2-3 sentence update blurb and sends to Alan</li> <li>• Alan to bring Sign-Up Sheet</li> </ul> <p>d) Classified Ink Development (Larson)</p> <ul style="list-style-type: none"> <li>• Production Schedule and Responsibility: <ul style="list-style-type: none"> <li>○ March we have another issue – revisit next meeting, topics due first week of March</li> <li>○ Page 1 – key initiatives</li> <li>○ News &amp; Info – new funding formula</li> <li>○ Food cart report – Johanna</li> <li>○ Scholarship article – Kathy</li> <li>○ Commencement article – Dez &amp; Kathy</li> <li>○ ClassiCon article – Eva</li> <li>○ Classified Appreciation Week – Trina</li> <li>○ 5 things you should know as Classified - Des</li> <li>○ Pending opportunities – Yolanda</li> <li>○ Spring Cleaning, purging, horoscopes, and other fun stuff –</li> </ul> </li> </ul>
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	<p>Olivia</p> <ul style="list-style-type: none"> <li>○ Classifieds – Kathy</li> <li>○ Women’s history month is March – articles?</li> <li>○ Crown Women’s conference – Mona</li> <li>○ Mesa Academy report – Mona</li> </ul> <p>e) Strong Workforce Representation (Catano)</p> <ul style="list-style-type: none"> <li>• Mona King will serve as our rep</li> </ul> <p>f) Senate Video (Larson)</p> <ul style="list-style-type: none"> <li>• Larson to share some slide ideas with Olivia today! Every week we get 1/16” closer to making this happen!</li> <li>• Trina &amp; Olivia to go over first four slides today</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Provide feedback for submissions</li> <li>• Send initiatives blurb to Alan</li> </ul>	<ul style="list-style-type: none"> <li>• Yolanda</li> <li>• Initiatives leaders</li> </ul>	<ul style="list-style-type: none"> <li>• asap</li> <li>• when available</li> </ul>

**Agenda Item 7: New Business**

<b>DISCUSSION</b>	<p>a) Classified Senate Scholarship Name &amp; Senate History (Short)</p> <ul style="list-style-type: none"> <li>• An anonymous donor raised a question regarding removing Joyce Skaryak’s name from the Senate scholarship. Des, who was a part of the Senate when it was created and explained Joyce’s importance in the history of our Senate and to Mesa’s certification of the AFT as our bargaining rep. She proposed adding Joyce’s name back to the scholarship. The scholarship criteria would still be up to the Senate.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• All were favorable to this idea as long as the Senate would determine scholarship criteria and scoring.</li> <li>• It was agreed that we will stipulate in the bylaws that when agreements are made with donors that an Memorandum of Understanding (MOU) be created so that terms of funding are clear and acceptable to all parties.</li> <li>• Creating an ad hoc Senate Historian position was proposed. This would be amended in the bylaws, as well.</li> <li>• Des to do a short write-up of what the scholarship is about to attach to scholarship</li> </ul> <p>Vote:</p> <ul style="list-style-type: none"> <li>• Change name of scholarship next time to the “Joyce Skaryak Classified Senate Scholarship” = CONSENSUS APPROVAL</li> </ul> <p>Related matter:</p> <ul style="list-style-type: none"> <li>• An anonymous donor funds the Center for Children event each year. A similar MOU should be created in instances like these. It’s now understood that these funds (\$500) should be used at the Center for</li> </ul>
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	<p>Children at the holidays or in another way that serves children at the holidays.</p> <ul style="list-style-type: none"> <li>• SEE HANDOUT #3 – SCHOLARSHIP LETTER</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item 8: Announcements/Events:**

<b>DISCUSSION</b>	<p>a) Working People Day of Action – Saturday, Feb 24 (Short)</p> <ul style="list-style-type: none"> <li>• San Diego Convention Center</li> <li>• Unions all over the nations participating</li> <li>• New supreme court case “Janice”(?) about dues even for non members – could decimate unions</li> </ul> <p>b) CFT conference is coming up March 23-25, 2018</p> <ul style="list-style-type: none"> <li>• AFT will pay for conference fees</li> <li>• Need 10 signatures</li> <li>• Dez to send info</li> </ul> <p>c) Scholarship Awards Ceremony, April 20, Doubletree, Hazard Center</p> <p>d) Classified Appreciation Week, May 7-11</p> <p>e) Classified Awards Luncheon, May 9, 2018, MC-211 A/B</p> <p>f) Commencement, May 19, USD</p> <p>g) Classi-Con, June 5-7</p>
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**Agenda Item 9: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Advocacy Fair – happening again this year, in April to coincide with Cultural Unity Week; Need civil conservative groups/voices</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>• March 8, 2018 – 10-11:30am, I4-402</li> </ul>
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**Agenda Item 11: Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The meeting was adjourned by Larson at 11:40am</li></ul>
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Taken by Alan Goodman, Administrator

Submitted by Alan Goodman, Administrator

Approved on: \_\_\_\_\_

# **ATTACHMENT #1 – TICKET HANDOUT**

## **SAN DIEGO MESA COLLEGE | Evaluations Office**

### **2018 COMMENCEMENT TICKET INFO & DISTRIBUTION**

#### **NUMBER OF TICKETS**

It is FREE for guests to attend, but tickets are required. Each graduate will be given a maximum of five (5) tickets.

- Who Needs a Ticket? Tickets are required for ALL guests (ages 3 years old and older).
- When you register you will indicate how many tickets you will need (0-5 tickets).
- If extra tickets become available, students will be emailed the week before the ceremony about when and where you can pick them up. See below for more information about extra ticket distribution.

#### **TICKET DISTRIBUTION**

Students must register for the Commencement Ceremony to be able to pick-up your tickets. Students will need to bring a form of picture ID at pick-up.

#### **DATES OF DISTRIBUTION**

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>LOCATION</u></b>
May 2, 2018	9:00 am - 6:00 pm	Grad Fest - Mesa Commons
May 3, 2018	9:00 am - 6:00 pm	Grad Fest - Mesa Commons
May 10, 2018	9:00 am - 6:00 pm	Student Services Plaza (Outside I-400)
May 11, 2018	8:00 am - 3:00 pm	Student Services Plaza (Outside I-400)

#### **DEADLINE TO PICK-UP TICKETS: MAY 11, 2018 BY 3:00 PM**

If a student does not claim their tickets by 3:00 pm on Friday, May 11 students will not receive the full number of commencement tickets. However, a student can obtain tickets through the Extra Ticket Distribution process.

#### **OPPORTUNITY DRAWING: RETURN UNWANTED TICKETS BY MAY 11 BY 3:00 PM**

Unwanted tickets can be returned to the Evaluations Office in room I4-306 (3rd floor of I-400) by **3:00 pm on May 11, 2018** and the student will be entered into an opportunity drawing to win a \$50 Visa Cash Card!

#### **EXTRA TICKET DISTRIBUTION**

If there are extra tickets after the May 11 deadline, graduates will receive an email notification with distribution location and other information. If there are extra tickets, distribution will begin Monday, May 14. These tickets will be distributed two-at-a-time per day on a first-come, first-served basis until tickets run out.

#### **LOST TICKETS**

Students are responsible for picking up and keeping the tickets safe. Unfortunately, if tickets are lost we are unable to replace them. So please keep your tickets in a safe location.

## **ATTACHMENT #2 – STRONG WORKFORCE**

Meeting report update

### **Strong Workforce**

Why are we doing this?

- Largest employment gap in careers that require certification and associate degrees
- Develop more workforce opportunities
- Lift low-wage workers into living-wage jobs
- Focus on data-driven outcomes
- Responsive to labor market conditions with an emphasis on innovation and risk-taking
  - Purpose of Ad-Hoc Taskforce/Group:
    1. Integrate C(T)E in a more purposeful way on the campus – culture shift
    2. Provide guidance for areas of focus
    3. Program allocation recommendations
  - Funding Overview:
    1. 30 month expenditure
    2. Annual allocations
    3. On-going
    4. Round 1 Formula:
    5. 1/3 Unemployment Rate; 1/3 CTE FTES; 1/3 Job Openings
    6. Round 2 Formula:
    7. 1/3 Unemployment Rate; 1/3 CTE FTES; 1/6 Job Openings; 1/6 Course Enrollments & Graduates
    8. District receives the funds
  - Round 1 Funding – Mesa:
    1. July 2016 – December 2018
    2. Initial: \$938,551
    3. Less 4% indirect cost to District = \$36,098
    4. Net: \$902,453
    5.  $(\$938,551/1.04 = \$902,453, \$938,551 - \$902,453 = \$36,098)$

## District Funding Allocation: Round 1:

Three approaches were considered to determine the resource allocation for the colleges and Continuing Education.

- 1) Based upon CTE FTES distribution per institution.
- 2) Based upon current Perkins distribution.
- 3) Based upon CTE FTES, excluding public safety FTES.

A hybrid approach was agreed upon since each of the three approaches had advantages and disadvantages for one or more of the colleges and Continuing Education.

College/Continuing Education	Approved Distribution Percentage	Description
San Diego City College	25%	Average of the three approaches.
San Diego Mesa College	27.5%	Average of approaches one and two.
San Diego Miramar College	23.5%	Average of approaches one and two.
San Diego Continuing Education	24%	Average of the three approaches (rounded down).

## Round 1 Expenditures: \$901,450:

1. Contract Salaries: \$240,000
2. Associate Dean, CTE, Associate Dean, Research (7%), Administrative Technician CTE
3. NANCE/Hourly-Non Classroom: \$2,000
4. Animal Health: \$65,000
5. Architecture: \$ 180,000
6. Business: \$5,000
7. Culinary Arts/Management: \$11,500
8. Diagnostic Medial Imaging – Sonogram: \$350,000
9. Fashion: \$19,500
10. Hospitality: \$4,000
11. Interior Design: \$1,200
12. Marketing: \$3,250
13. Nutrition: \$8,000
14. Physical Therapy Assisting: \$8,000
15. Radiologic Technology: \$6,000

## District Funding Allocation: Round 2:

The Strong Workforce Program Round 2 allocation: 2017-2018 for the San Diego Community College District is \$3,543,635. Based on Round 1 allocations, the Round 2 allocations would be as follows:

College/Continuing Education	Approved Distribution Percentage	Year 2 Allocation*	Direct Cost	Indirect Cost (4%)**
San Diego City College	25%	\$885,909	\$851,835	\$34,073
San Diego Mesa College	27.5%	\$974,500	\$937,019	\$37,482
San Diego Miramar College	23.5%	\$832,754	\$800,725	\$32,029
San Diego Continuing Education	24%	\$850,472	\$817,762	\$32,710
<b>Colleges and Continuing Education Total</b>		<b>\$3,543,635</b>	<b>\$3,407,341</b>	<b>\$136,294</b>

\*Rounded to the nearest dollar value.

\*\*Funds will be directed to the Office of Communications and Public Relations for marketing of Career Education programs.

## Round 2 Funding – Mesa:

1. July 2017 – December 2019
2. Initial: \$974,500
3. Less 4% indirect cost to District = \$37,482
4. Net: \$937,019
  - Round 2 Expenditures:
    1. Contract Salaries:
    2. Allied Health ILT
    3. Culinary Arts/Culinary Management ILT
    4. Program Technician – Allied Health
    5. Work Based Learning Coordinator
    6. Conference & Travel
    7. Professional Learning
    8. NANCE/ESUs
    9. Marketing
    10. General operating supplies / emergencies
    11. Program Allocations
  - Next Steps:
  - Combine allocation process with Perkins
  - Application:  
Sample: <http://www.emailmeform.com/builder/form/iLcZSK6hUwTffAo7ek1YO7t>  
meeting :on 02/15/18
  - 1. Review of online SW “application” Feedback and questions
  - 2. SW Budget for Round 2
  - 3. Marketing Project Assistant – what is he doing? (Nick Johnson)
  - 4. Work Based Learning – what is it? (Shawn Fawcett)
  - 5. Work Experience – revitalization of the program! (Soodeh Nezamabadi)

## **ATTACHMENT #3 – SCHOLARSHIP LETTER**

Dear Michael and Mercedes,

I hope this letter finds you well. Not a day has gone by that I didn't think about Joyce since she entered the hospital. Joyce was my mentor. The chancellor of the college used to jokingly refer to Joyce as 'Classified Senate President for life', she served in that role for thirteen years. I have served in that role now for four and a half years and I have not made a major campus decision without her advice.

I wanted you to know some of the many things that Joyce was involved in and what made Joyce so special to Mesa College:

- The center for children. This is a program that is located around the corner from Mesa College. The center houses children that have been removed from the home due to abuse or other unfavorable circumstances. When Joyce was president she started a fundraiser where we put jars by the cash registers in the cafeteria collecting Koins for Kids. Each year the Senate would sponsor a holiday bazaar where the children could come and "shop" for their families. The senate would first take \$500 and shop for all kinds of items (from infant toys all the way to cologne's) the children would then "buy" those items from us with "money" called bonus bucks they earned in the center for good behavior. They could then buy holiday gifts for their siblings, grandparents and aunts. We would then go back to the children's rooms and help them wrap the presents with paper that Joyce had asked people to donate. We also made purchases for the center such as an ice machine, lighting for the walk ways and sweat shirts. A few years ago the supervisor called the Koins for Kids Jar a liability for the cashiers and forced the Senate to remove them, we almost did not have the funds to do the holiday bazaar. John and I decided to pledge anonymously to sponsor the bazaar every year. Joyce and the senate treasurer are the only people (sans you now) that know this. Each year we give \$500 to the senate to organize the holiday bazaar for the center. Before Joyce went into the hospital she had approached me regarding buying backpack for the children at the center. At our last meeting the senate agreed to purchase those back packs.
- Scholarships. Joyce was extremely dedicated to the scholarship foundation. She served as Vice-President. Each month she donated financially to the Classified Staff Scholarship. She also donated her time at the scholarship gala each year organizing when the students would come up to receive their awards. She did all of this on her own time. She taught me that this was one of the most rewarding events to be involved in. She also organized fundraisers to help pay for a scholarship for our high school located on the campus.
- Caps and Gowns. When students could not afford to rent their caps and gowns in order to participate in commencement Joyce organized fundraisers through the senate to purchase them.
- Hurricane Katrina and the Bonds. Joyce worked tirelessly to raise funds through the senate for Hurricane Katrina victims. She also donated her own funds to help support the bond campaign which is paying for all the new buildings coming up on campus. Her name is on a plaque in the LRC as one of the donors. She donated her time as well phone banking and convincing voters that the bond measures were a good investment.

As I said before Joyce was my mentor. She taught John and me the joy of giving. She taught me from the day I began at Mesa to have ownership and dedication. She taught me to be a strong leader. "Things don't get done when you are quiet, Robin" she once said.

Joyce will always be in my heart and in the hearts of people at Mesa. I can't tell you how many meetings I have attended this week where many kind words were shared about Joyce. Last Wednesday the chancellor adjourned our district meeting in Joyce's honor. At the Classified Senate Meeting we adjourned in her honor and today at President's Cabinet the meeting was also adjourned in her memory.

Joyce's presence is felt all over this campus. The dean said "it's like coming to work and the flag pole is gone" I thought to myself *it's like coming to work and the BUILDING is gone*. She will be missed mostly by the classified staff that she loved and lead for so many years.

At our last Classified Senate meeting a few decisions were made:

1. To name the Classified Senate Scholarship after Joyce.
2. To purchase backpacks for the center for children in her honor.
3. To pledge to always have the holiday bazaar that Joyce created at the Children's Center (this will be our 14<sup>th</sup> year!)
4. To donate \$250 toward you and the rest of Joyce's family for needed expenses or whatever you see fit.

It was wonderful meeting you Michael and Mercedes. I wish it could have been under different circumstances. Joyce was so fortunate to have the two of you in her life. She deserved you.

Please take care and know that you, your family and Joyce are in our thoughts.

P.S. The participants of the last Classified Senate meeting signed this card. I have also enclosed an article about Joyce from the Mesa Press. Forgive the dramatic bold type (it's a college newspaper...they go for the drama...smiles)