

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

Thursday, November 29, 2018  
10:00 a.m. – 11:30 a.m., LRC-LOFT

<b>ATTENDEES/ PROXIES</b>	<b><i>Executive Officers</i></b>	<b><i>Ad Hoc Positions</i></b>
	Trina Larson, President	Naayieli Bravo (absent)
	Yolanda Catano, Vice President	Jacqueline Collins (absent)
	Alan Goodman, Senate Manager	Sahar (Mona) King
	Charlie Lieu, Treasurer	Anda McComb
	Angie Avila, Member at Large	Olivia Picolla (absent)
		Danielle Short (absent)
	<b><i>Senators</i></b>	Brandon Terrell (absent)
	Johanna Aleman	
	Jennifer Phelps	<b><i>Attendees</i></b>
	Marco Chavez	
	Leanne Kunkee (absent)	
	Eva Parrill	
	Diana Solares	

**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 10:08am</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>November 8, 2018 minutes</b> – tabled</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>Senate members and attendees introduced themselves</li></ul>
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**Agenda Item 4: Executive Board & Senator Reports:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>a) President- Trina Larson<ul style="list-style-type: none"><li>No report</li></ul></li><li>b) Vice President- Yolanda Catano<ul style="list-style-type: none"><li>No report</li></ul></li><li>c) Senate Manager- Alan Goodman<ul style="list-style-type: none"><li>We're looking for a blog-style service to host our publication, <i>Classified Ink</i>. We're looking into purchasing the domain name classified.ink - \$19.99 first year / \$39.99 renewal</li></ul></li><li>d) Treasurer- Charlie Lieu<ul style="list-style-type: none"><li>No report</li></ul></li><li>e) Member at Large- Angie Avila<ul style="list-style-type: none"><li>The travel information for CLI has been sent to the Senate.</li></ul></li><li>f) Senator Reports<ul style="list-style-type: none"><li>EVA: The LOFT is going to host a finals week relaxation and community building open house, Dec 10-13, with treats! Join in.</li><li>DIANA: SSSP and BSI and Equity have integrated. Applications are now being accepted for participation in the Classified Leadership Development Academy (CLDA) for Spring 2019 - deadline Nov. 30</li></ul></li><li>g) Ad-hoc Reports<ul style="list-style-type: none"><li>No report</li></ul></li><li>h) AFT Liaison Report- Danielle Short, JD<ul style="list-style-type: none"><li>Via Eva: The AFT sent out the economic package voting link. If you did not receive it, contact Jim Mahler. We have begun a letter writing campaign to Gavin Newsome for more funding for full-time faculty and adjunct office hours (see ATTACHMENT #1) - Senate members will sign &amp; sent letters.</li></ul></li></ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Alan to ask Joel about hosting a Wordpress site/page</li> <li>Set up a demo presentation for next meeting</li> </ul>	<ul style="list-style-type: none"> <li>Alan</li> <li>Alan &amp; Trina</li> </ul>	<ul style="list-style-type: none"> <li>Next meeting</li> </ul>

**Agenda Item 5: Governance Corner:**

<b>DISCUSSION</b>	<p>a) <i>Vision for Success</i> – Chancellor’s vision gives classified space within the institution to help us achieve the Vision’s goals. (SEE ATTACHMENT #2)</p> <ul style="list-style-type: none"> <li>Do we have current Mesa data for the measures cited in the <i>Vision’s</i> goals? Charlie will ask Hai/Bridget to attend a Senate meeting in January or February when they can walk us through the Data Dashboard.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Find current Mesa stats &amp; data</li> </ul>	<ul style="list-style-type: none"> <li>Charlie</li> </ul>	<ul style="list-style-type: none"> <li>Next meeting</li> </ul>

**Agenda Item 6: Committee & Department Reports**

<b>DISCUSSION</b>	<p>a) Classified Equity Taskforce (Larson, Cataño)</p> <ul style="list-style-type: none"> <li>Looking to launch a new Classified employee “welcome package experience” and mentor program – looking at a February pilot launch.</li> </ul> <p>b) Immigrant Students (Cataño)</p> <ul style="list-style-type: none"> <li>See Agenda item 8, New Business a) Support for Asylum Seekers</li> </ul> <p>c) Mesa Pathways (Larson/Cataño/Picolla)</p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p>d) Caring Campus (Larson, Cataño)</p> <ul style="list-style-type: none"> <li>Purpose to help students remove barriers, Kickoff lunch debrief today in preparation for next meeting December 12</li> </ul> <p>e) Strong Workforce: Proposal (King)</p> <ul style="list-style-type: none"> <li>No report</li> </ul>
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	<p>f) Student Equity (Aleman)</p> <ul style="list-style-type: none"> <li>• Just had Giving Tuesday, received nearly \$1k in financial donations and 3 bins of clothing and food</li> <li>• Johanna Aleman and Claudia Estrada-Howell presented The Stand data at CCLC</li> <li>• Next Farmers Market is December 13</li> </ul>
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**Agenda Item 7: Activity Reports/Updates/Activities**

<b>DISCUSSION</b>	<p>a) Thanksgiving Fundraiser (Lieu &amp; Co.)</p> <ul style="list-style-type: none"> <li>• Great success, happy recipients and full update next meeting</li> </ul> <p>b) Scholarship Update (Lieu)</p> <ul style="list-style-type: none"> <li>• Charlie stepping down from lead, will stay on as advisor</li> <li>• Tasks: establish timeline, rubric, read essays, and give away money</li> <li>• Setting up a meeting for subgroup and new lead will be selected</li> <li>• One scholarship for part-time, one for full-time</li> </ul> <p>c) Council of Classified Employees Conference Share-Out (Attendees)</p> <ul style="list-style-type: none"> <li>• tabled</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>• none</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

**Agenda Item 8: New Business**

<b>DISCUSSION</b>	<p>a) Support for Asylum Seekers</p> <ul style="list-style-type: none"> <li>• SEE ATTACHMENT #3</li> <li>• Seeking clothing donations, blankets, hygiene products, and food, or money via Borderless Angels</li> <li>• \$100 donation = CONSENSUS</li> <li>• Contact Yolanda with any physical donations</li> </ul> <p>b) Support for Project Restart/Restart Scholars</p> <ul style="list-style-type: none"> <li>• tabled</li> </ul>
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	<p>c) Mike Gast: Retirement Gift</p> <ul style="list-style-type: none"> <li>• \$50 gift approved = CONSENSUS</li> <li>• Bring any other gifts to next meeting</li> </ul> <p>d) Bylaw Update – first read</p> <ul style="list-style-type: none"> <li>• SEE ATTACHMENT #4</li> <li>• 6.1 c)</li> <li>• Senate manager e) has been added</li> <li>• 8.3.b has been added</li> <li>• Will likely be updated in future senates</li> <li>• Vote on approval next meeting</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• none	• n/a	• n/a

**Agenda Item 9: Old Business:**

<b>DISCUSSION</b>	<p>a) Developing the Member at Large Position: Team Call</p> <ul style="list-style-type: none"> <li>• Pull a team together with Olivia, Angie, and members of exec team</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• none	• n/a	• n/a

**Agenda Item 10: Announcements/Events:**

<b>DISCUSSION</b>	<p>a) Holiday Reception: Dec 4, 11-1, MC211 A/B</p> <p>b) Center for Children: Tues, Dec. 18, 4-8 pm</p> <p>c) Classified Leadership Institute, Granlibakken, Tahoe City, June 13-15</p>
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**Agenda Item 11: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Potluck for next meeting</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>

**Agenda Item 12: Next Meeting:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• December 13, 2018 – 10-11:30am, I4-402</li></ul>
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**Agenda Item 13: Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The meeting was adjourned by Larson at 11:09am</li></ul>
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Taken by Alan Goodman, Senate Manager  
Submitted by Alan Goodman, Senate Manager  
Approved on: \_\_\_\_\_

## **ATTACHMENT #1:**

Lieutenant Governor Gavin Newsom  
State Capitol, Suite 1114  
Sacramento, CA 95814

Dear Governor-Elect Newsom:

One of the critical factors to helping California Community Colleges increase student success is to increase faculty-student interaction.

However, approximately 70% of Community College faculty are temporary, part-time, or adjunct instructors, who are largely paid only for their time in the classroom. Most are disproportionately paid significantly less than their full-time counterparts, meaning they often have to travel to other districts to teach to make ends meet, leaving them with limited time to fully interact with students.

In her 2016 study of the effects of part-time/adjunct instructors on student success, Cheryl Hyland stated "part-time students taught by adjunct faculty are retained at a significantly lower rate than first-time, part-time students taught by full-time faculty." Hyland concluded that the nature of "having to teach several institutions simultaneously in order to garner a livable income, hinder(ed) their (part-time faculty's) interaction with students outside the classroom" ... and this, along with other factors, "result in delayed or reduced instructor responsiveness to student needs and inquiries regarding classroom progress and performance, ultimately impacting student intellectual development and success."

Increasing student-teacher interaction can in part be done by hiring more full-time instructors to come closer to the 75-25 full-time/adjunct ratio that was the goal set by AB1725 nearly three decades ago, or to pay part-time faculty more equitably in relation to their full-time counterparts.

Another way is to increase paid part-time office hours funding. In 2017, the state part-time office hours fund paid out just 28% of the local part-time office hour funding of districts that offered paid office hours for part-time faculty. Many Districts still don't offer this program. Of those that do, this lack of funding leaves many Districts to choose to offer very limited office hours (for example, 2-3 hours of paid office hours for an entire semester for a 3-unit course at Southwestern College or a total of 8 hours for the entire semester at Pasadena City College regardless the number of courses taught). While the legislature dedicated an additional 50 million dollars to this fund in 2018, it was only in one-time money, not enough to expand sustainable office hours programs.

For this reason, I ask that you increase the allocation of funding in your January budget proposal for these important programs:

- 1) 150 million dollars in ongoing funding for more full-time faculty positions
- 2) 150 million dollars in ongoing funding for paid office hours for part-time faculty.

Faculty working conditions affect our students' learning conditions. We can and must do better.

Sincerely,

Name (Print) \_\_\_\_\_

Address: \_\_\_\_\_

City/ZipCode \_\_\_\_\_

## **ATTACHMENT #2:**






# The CCC Vision for Success

## Executive Summary

**With low tuition and a longstanding policy of full and open access, the CCCs are designed around a remarkable idea: that higher education should be available to everyone.**

The CCCs are equally remarkable for their versatility. They are the state's primary entry point into collegiate degree programs, the primary system for delivering career technical education and workforce training, a major provider of adult education, apprenticeship, and English as a Second Language courses, and a source of lifelong learning opportunities for California's diverse communities.

The CCCs have made significant strides in the last five years through sustained reform efforts in the areas of student success, transfer, and career technical education. The colleges are now well-poised to build on this success and accelerate the pace of improvement.

At the same time, the CCCs face very serious challenges today:					
	Most students who enter a community college never complete a degree or certificate or transfer to a 4-year university. Researchers project that California's public higher education system is not producing nearly enough educated graduates to meet future workforce needs.	CCC students who do reach a defined educational goal such as a degree or transfer take a long time to do so, often accumulating many excess course credits along the way.	Older and working CCC students are often left behind in the system, lacking services and financial aid that suit their needs.	CCCs are more expensive than they appear—both to students and taxpayers—because of slow time-to-completion and a lack of financial aid to cover students' living expenses.	Serious and stubborn achievement gaps persist across the CCCs and high-need regions of the state are not served equitably.



## Six Goals for Meeting California's Needs

The success of California's broader system of higher education and workforce development stands or falls with the CCCs. To meet California's needs, the CCC system should strive to achieve the following goals by 2022:

1. Over five years, **increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.** This increase is needed to meet future workforce demand in California, as analyzed by the Centers of Excellence for Labor Market Research. This goal is consistent with the recommendations of the California Strategic Workforce Development Plan. Equally important to the number of students served will be the type of education they receive: programs, awards, and course sequences need to match the needs of regional economies and employers.<sup>1</sup>
2. Over five years, **increase by 35 percent the number of CCC students transferring annually to a UC or CSU.** This is the increase needed to meet California's future workforce demand for bachelor's degrees, as projected by the Public Policy Institute of California. (In California, occupations requiring bachelor's degrees are growing even faster than jobs requiring associate's degrees or less college.) Meeting this aggressive goal will require the full engagement and partnership of CSU and UC. While ambitious, the pace of improvement envisioned in this goal is not unprecedented: between 2012-13 and 2015-16 (a three-year period), CCC to CSU transfers increased by 32 percent and between Fall 1999 and Fall 2005 (a six-year period), CCC to UC transfers increased by 40 percent.<sup>2</sup>
3. Over five years, **decrease the average number of units accumulated by CCC students earning associate's degrees,** from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure. (Associate's degrees typically require 60 units.) Reducing the average number of units-to-degree will help more students reach their educational goals sooner, and at less cost to them. It will also free up taxpayer dollars that can be put toward serving more students.<sup>3</sup>
4. Over five years, **increase the percent of exiting CTE students who report being employed in their field of study,** from the most recent statewide average of 60 percent to an improved rate of 69 percent—the average among the quintile of colleges showing the strongest performance on this measure and ensure the median earning gains of the exiting students are at least twice the statewide consumer price index. Improvements on this measure would indicate that colleges are providing career education programs that prepare students for available jobs and offering supports that help students find jobs.<sup>4</sup>
5. **Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups,** with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps within 10 years.

6. Over five years, **reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults**, with the ultimate goal of fully closing regional achievement gaps within 10 years.

In order to reach the ambitious system-wide goals proposed above, each college will need to do its part. Many colleges have already set goals as part of a system-wide or local effort and do not need to start from scratch—they should continue to use their goals as planned. However, every college should ensure their goals are aligned with the systemwide priorities and goals above, to ensure that the entire system is moving in a consistent direction.

## A Vision for Change: Seven Commitments

The goals set forth are very ambitious and there is no easy path to reach them. Achieving these goals will require a combination of strategies and the coordinated efforts of tens-of-thousands of individuals both inside and outside the California Community Colleges (CCCs).

Not only will California need the talent and perseverance of college presidents, administrators, faculty, staff, trustees, and students, it will also need the support and engagement of the Governor, Legislature, University of California (UC) and California State University (CSU) systems, workforce development system, K-12 education system, business and labor organizations, philanthropists, and community and civic groups. It will take a sustained effort by the CCC Chancellor, the Board of Governors, and the entire staff at the system level to lead the charge, support the hard work of the colleges, and help maintain focus and morale. There is no denying this is a tall order, but California and its students deserve no less.

### 1

Focus relentlessly on students' end goals.

Getting students to their individual educational goals—whether a degree, certificate, transfer, or specific skill set—should be the explicit focus of the CCCs. More than just offering courses, colleges need to be offering pathways to specific outcomes and providing supports for students to stay on those paths until completion.

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### 2

Always design and decide with the student in mind.

Colleges need to make it easy for all students, including working adults, to access the courses and services they need. Students should not bear the burden of misaligned policies between education systems.

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### 3

Pair high expectations with high support.

Students should be encouraged to go “all in” on their education, with support to meet their personal and academic challenges. Assessment and placement practices must be reformed so that students are placed at the highest appropriate course level, with ample supports to help them succeed.

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#### 4

Foster the use of data, inquiry, and evidence.

Data analysis should be a regular practice used for improving services at all levels, not a compliance activity. Decisions should be based on evidence, not anecdotes or hunches.

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#### 5

Take ownership of goals and performance.

The CCC system should be rigorously transparent about its performance, own its challenges, and adopt a solution-oriented mindset to those things it can control. Goals should be used to motivate and provide direction, not punish.

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#### 6

Enable action and thoughtful innovation.

Moving the needle on student outcomes will require calculated risk, careful monitoring, and acceptance that failures will sometimes happen. Innovation should be thoughtful and aligned with goals; results should be tracked early and often.

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#### 7

Lead the work of partnering across systems.

Education leaders across the education systems and workforce development systems need to meet much more frequently, in more depth, and with more personnel dedicated to the task. By working together these systems can strengthen pathways for students and improve results.

See:

[Vision for Success](#)

[Vision Resource Center](#) (formerly the Professional Learning Network)

### ATTACHMENT #3



11/07/18

To: AFT Guild 1931 Members

Thank you to everyone who contributed to the quick donation drive! It was very successful.

One load of donations went to the Christ Ministry Center that houses the Safe Harbor Network, where some folks were initially housed.

<https://www.safeharbors.net/our-programs>

And four loads of donations went to Our Lady of Guadalupe where some folks were transitioned to. <https://www.olgsd.org/>

As reported at the AFT meeting, this is an ongoing issue and the need is great, deep, and complex...one donation drive isn't enough but it does provide some immediate relief.

Because this is an ongoing need, we will have more donation drives in the future.

In the meantime, we have been asked a lot about where folks can donate money or volunteer time.

To be quite honest, this is a really complex issue with a whole network of organizations working to assist people at all levels from basic needs, to protection from violence, to complex legal matters.

To honor that complexity and encourage your giving, we wanted to provide a list of organizations with a range of places to donate and volunteer.

## ***Donation Drive and Fundraisers this weekend –***

Once the donation drive is over this weekend, we will reassess the needs and let you know in the near future about the next donation drive.

### **General Donation Drive at el Centro Cultural de la Raza**

2004 Park Blvd, San Diego, CA 92101

Accepting donations during the following hours:

Friday 12-9pm

Saturday 12-4pm

Sunday at the fandango event listed below 12-5pm

Donation requests include personal hygiene products, canned and dried goods, water, new and gently used shoes and clothing (all sizes, especially warm clothes and jackets,) and all the good wishes (letters, cards, drawings.)

### **Shadow Puppet Show and Donation Drive for Detainees and Caravan**

Friday, November 9<sup>th</sup>

7pm-9pm

Centro Cultural de la Raza

2004 Park Blvd, San Diego, CA 92101

<https://www.facebook.com/events/2232106877059720/>

Come enjoy The Birth of the Moon, a Spanish immersion shadow puppet show by Tongues Out Puppets from New Orleans.

Otay Mesa Detention Resistance is the autonomous San Diego committee of Pueblo Sin Fronteras. 100% of the money we raise goes directly to our support of caravan members and detainees.

### **Fandango para La Caravana Migrante**

Sunday, November 11<sup>th</sup>

12pm-5pm

Centro Cultural de la Raza

2004 Park Blvd, San Diego, CA 92101

<https://www.facebook.com/events/315843122355702/>

Accepting donations. Personal hygiene products, canned and dried goods,



new and gently used clothing, good wishes (letters, cards, drawings.) All ages, family friendly, potluck. Come to sing, dance, play and convivir for a good cause.

## ***Always and forever need support –***

### **1. Rapid Response Network San Diego**

You can read about and donate here: <http://www.rapidresponsesd.org/>

There is a great need of Spanish speakers to cover different shifts:

-4-8pm to patrol the places where the migrants are being dumped and provide them help with phone calls, food, etc.

-Mornings to transport folks from shelters to bus stations, airports, or train stations.

For folks who want to volunteer and non-cash donations, please contact – Sandra Alvarado ( [salvarado@rapidresponsesd.org](mailto:salvarado@rapidresponsesd.org) ) or Katia Ortiz ( [volunteercoordinator@sdop.net](mailto:volunteercoordinator@sdop.net) )

### **2. Alliance San Diego**

You can read about and donate/volunteer here in general. Go here and click on 'Get Involved' – <http://www.alliancesd.org/>

Alliance San Diego Travel Fund for the recent and upcoming families in need - [http://www.alliancesd.org/families\\_travel\\_fund\\_q\\_a](http://www.alliancesd.org/families_travel_fund_q_a)

### **3. Pueblo Sin Fronteras**

You can see their shelter project and donate/volunteer here- <http://www.pueblosinfronteras.org/index.html>

## ***INFORMATION about the happenings big picture and locally***

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***Interview between Amy Goodman and Noam Chomsky:***

[https://www.democracynow.org/2018/11/2/noam\\_chomsky\\_members\\_of\\_migrant\\_caravan](https://www.democracynow.org/2018/11/2/noam_chomsky_members_of_migrant_caravan)

Members of Migrant Caravan Are Fleeing from Misery & Horrors Created by the U.S.

As President Trump escalated his attacks and threats against the Central American migrant caravans making their way to the U.S.-Mexico border, the Trump administration unveiled new sanctions against Venezuela and Cuba on Thursday. National security adviser John Bolton declared Venezuela, Cuba and Nicaragua to be part of a “troika of tyranny” and a “triangle of terror.” We speak with world-renowned professor, linguist and dissident Noam Chomsky about U.S. foreign policy in Central America. He joins us in Tucson, Arizona, where he now teaches at the University of Arizona. Chomsky is also institute professor emeritus at the Massachusetts Institute of Technology, where he has taught for 50 years.

***Tijuana Shelters Overcrowded***

As caravans press north to U.S. border, Tijuana shelters and authorities worry about impact

Sandra Dibble and Kate Morrissey

[San Diego Union-Tribune](#)

As thousands of Central Americans continue their northward journeys through Mexico, the prospect of their eventual arrival at the U.S. border has been raising concerns in Tijuana. Shelter capacity in the city is limited, and several facilities already are overcrowded with women and children preparing to petition U.S. authorities for asylum...

# **ATTACHMENT #4**

## **SAN DIEGO MESA COLLEGE CLASSIFIED SENATE**

### **BYLAWS**

#### **I. CONSTITUTION**

- 1.1 All matters not covered in these bylaws and those matters requiring further interpretation or elaboration shall be referred to the Constitution.

#### **II. DUTIES AND RESPONSIBILITIES THE SENATE**

- 2.1 Duties include but are not limited to:

The Senate shall be included in all appropriate committees, councils, advisory groups and other structures in order to participate in the formulation and development of matters which impact classified professionals.

- 2.1 Responsibilities include but are not limited to:

- a) Requesting, collecting and disseminating information of interest to classified professionals.
- b) Considering all non-bargaining issues and policies affecting classified professionals.
- c) Selecting classified professionals to appear before the Board of Trustees to express the Senate's views.

#### **III. SENATORS**

- 3.1 Senators shall be selected for a two-year term.
- 3.2 Each representational area, as defined in section 3.2(A)(2) of the Constitution, shall select its representative(s) to the Senate. Newly selected Senators shall be seated in July.
- 3.3 The Senate President may declare vacant the seat of any Senator who is unable to complete the term of office, or who is absent for three consecutive meetings without sending a substitute, or who becomes ineligible to hold membership in the Senate. The Senate Secretary shall notify the representational area upon declaration of vacancy.
- 3.4 If a senator seat becomes vacant under conditions delineated in section 4.3, the vacancy shall be filled by an appointment by the President from among the membership. This is subject to ratification by a majority vote of the voting members defined in Section 3.2(A) of the Constitution.
- 3.5 A representational area may recall and replace its Senator under guidelines established within the area. The newly selected representative shall complete the remaining original term of office.
- 3.6 Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The designee shall inform the Senate Secretary of the change before the meeting begins.
- 3.7 Senators shall attend all regular and special meetings of the Senate. All Senators shall be eligible for and should anticipate appointment to at least one District, College or Classified Senate standing or ad hoc committee per academic year.
- 3.8 Senators shall be the communicator between the Senate and their representational areas.



#### **IV. EXECUTIVE COUNCIL**

- 4.1 The Executive Council shall consider such matters that fall within the jurisdiction of the Senate and present them to the Senate.
- 4.2 The Executive Council shall consist of the following offices:
  - President
  - Vice President
  - Senate Manager
  - Treasurer
  - Member-at-Large
- 4.3 All permanent classified contract staff that have passed probation are eligible to run for any office. Contract staff with probationary status are ineligible for office until permanent status has been achieved.
- 4.4 All Executive Council members shall be selected for a two-year term.
- 4.5 No person may hold more than one elected position on the Executive Council at the same time.
- 4.6 Executive Council members may be elected for two consecutive terms in the same office.
- 4.7 In the event the office of the President becomes vacant, it shall be assumed by the Vice President. In the event that the Vice President is unable to accept the position, a special election shall be held.
- 4.8 In the event vacancies occur in executive positions other than the Presidency and/or the Immediate Past President, a special election shall be held.
- 4.9 In the event of a no confidence vote in an executive officer, the Executive Council shall hold a special meeting of the Senate, to be held within 30 days.

#### **V. ELECTION OF EXECUTIVE COUNCIL AND SENATORS**

- 5.1 During the first week of April, the Committee on Elections shall place a call for nominations for the open Executive Officer positions to classified professionals. unless the first week of April is designated by the District as Spring Break. In this case, the call will go out the following week.
- 5.2 The Committee on Elections shall consider all names submitted to it by the last working Monday in the month of April and shall verify eligibility and willingness of the nominees to serve.6.3 Election of the Executive Officers and Senators will take place during the first week in May.
- 5.4 The Committee on Elections shall prepare ballots and conduct the election according to procedures which it may establish.
- 5.5 Election results shall be reported at once to the Executive Council, who shall immediately publish them to all classified professionals and appropriate administrative offices. The Executive Council shall cause them to become part of the records of the Senate.
- 5.6 If a special election is required, the Committee on Elections shall convene to conduct the special election.
- 5.7 Prospective candidates for the position of president must obtain ten signatures of classified members, as defined by Article III of the Constitution, and submit them to the chair of the Committee on Elections by the last working Monday in the month of April.
- 5.8 To ensure orderly and continuous executive representation, the Senate by a 2/3 majority of voting members can appoint an individual or individuals to serve in the position(s) of President and/or Vice President for a period of three months if no candidate(s) can be secured by the last working Monday in the month of April, so that the Senate can recruit potential candidates.

## VI. EXECUTIVE COUNCIL RESPONSIBILITIES

### 6.1 President shall:

- a) Serve for a two-year term.
- b) Prepare the agenda and preside over all Senate meetings or appoint a designee from the Executive Council to do so.
- c) Attend [President's Cabinet, District Governance Council, and District Budget](#) meetings or assign a designee to attend. At the Classified Senate President's discretion, attend District Board of Trustee meetings.
- d) Be responsible for maintaining lines of communication with all relevant bargaining units, the Statewide Classified Senate and all other appropriate organizations.
- e) Serve as a voting member of the Executive Council.
- f) Be responsible for consulting with the Senate, appointing classified professionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- g) Keep the Senate informed of the status of classified representation on all committees.
- h) Maintain records, materials, contacts and any other information necessary for ongoing operations, and will provide these items at the end of their term as President to ensure an orderly transition to the next President.
- i) Perform such other duties as may be specified by the Senate.

### 6.2 Vice President shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Act in the absence of the President and assume the office in the event that the President cannot complete his/her term.
- d) Be responsible for consulting with the Senate, appointing classified professionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- e) Keep the Senate informed of the status of classified representation on all committees.

### 6.3 Senate Manager shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Issue calls to meetings, publish agendas, keep appropriate records, and publish minutes of all meetings of the Senate and any general meetings of classified professionals.
- d) Conduct all routine correspondence pertaining to this office, including advance notification to classified professionals of all activities in addition to business meetings.
- e) [Maintain the Classified Senate website or delegate this responsibility to a designee.](#)

### 6.4 Treasurer shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Collect, deposit, and distribute funds as approved by the Senate.
- d) Maintain all fiscal records according to approved accounting practices.
- e) Submit a monthly balance statement and a quarterly report to the Senate for approval and inclusion in official Senate records.

6.5 Member-at-Large shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Represent the Senate, as the Senate may direct.
- d) Assist the Senate with all fundraising activities.
- e) Serve as the Senate President's designee as needed.

**VII. Non-Voting Senate Members**

7.1 Immediate Past President:

- a) Immediate Past President serves for a sixth month term from July 1 to December 31 immediately following term as President.
- b) This position serves in an advisory role to the President and the Senate.
- c) In the event the office of the Immediate Past President becomes vacant, it shall remain so until such time as it is filled by an outgoing President.

7.2 AFT Liaison:

- a) Position shall be filled by current AFT president or designee.

7.3 Ad Hoc Senate Members:

- a) Ad hoc position(s) will be filled by the President as necessary to meet the needs of the Senate.
- b) Ad hoc position(s) will be appointed by the President and ratified by a majority of the voting membership.
- c) Necessity for ad hoc position(s) will be determined by the President at the beginning of each term and ratified by a majority of the voting membership.

**VIII. FINANCIALS**

8.1 Dues

- 8.1.a. The Senate may call upon its members for payment of dues; however, dues are not to be considered a condition of eligibility for membership in the Senate.
- 8.1.b. The collection of dues may be accomplished through campaign(s) approved a simple majority of the Senate.
- 8.1.c. The Senate shall establish, by vote of the Senators present at its first meeting in July, the amount for voluntary dues.
- 8.1.d. Dues may be used to fund Senate scholarships, classified professional development, and other Senate related activities as approved by a simple majority of the voting membership.

8.2 Fundraising

- 8.2.a. The Senate may conduct periodic fundraisers to support Senate scholarships, classified professional development and other Senate related activities as approved by a majority of the voting membership.

### 8.3 Funding Distribution

8.3.a. If funding becomes available to recognize the additional duties required of Classified Senate Executive Council members, the funding will be distributed as follows:

- President: 42%
- Vice President: 25%
- Senate Manager, Treasurer, and Member at Large: 11% each

8.3.b. Funding provided through the AFT can only be paid to classified professionals in the AFT-OT unit.

### 8.4 Donations

8.4.a. Donations received by the Senate for specific purposes shall be read into and recorded in the subsequent meeting minutes by the Treasurer. The minutes shall include the amount, the specific purpose, and the terms and conditions under which the funding can be alternatively be used and may be memorialize in a written document to be stored with the minutes. If the donation is anonymous, the name of the donor will be disclosed to the President and Treasurer with the intent that this information be confidentially passed on to future presidents and treasurers.

## IX. MEETINGS

- 9.1 Senate meetings shall be held monthly with the exception of the months that fall within the Summer semester or as needed. The day and time shall be arranged by the incoming Executive Council.
- 9.2 The Senate considers participation in all its activities to be official business.
- 9.3 The Senate may call general classified employee meetings to discuss issues, when necessary.
- 9.4 Official meetings of the Senate shall consist of a quorum of one third (1/3) of the voting members present at the meeting.
- 9.5 A list of all Senate meetings shall be made public.
- 9.6 Decisions shall be made by consensus unless a vote is called for by a voting member of the Senate ratified by two third of the remaining voting membership.
- 9.7 Official minutes of each Senate meeting ~~for the last twelve months~~ shall be kept on the Classified Senate website.
- 9.8 Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The designee shall inform the Senate Secretary of the change before the meeting begins.

## X. COMMITTEES

- 10.1 Classified employees' membership on all Senate and shared governance committees shall be by open recruitment from the entire classified population.
- 10.2 Any changes related to classified membership on any committee shall be immediately reported to the Vice President.

- 10.3 The Senate shall establish permanent, and when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to classified professionals and to the operation and educational matters of the College.
- 10.4 Standing committees shall be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.
- 10.5 Ad hoc committees may be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.
- 10.6 Ad hoc committees can be dissolved by the approval of the Senate upon the completion of its assignment.

## **XI. ELECTIONS**

- 11.1. The Committee on Elections shall:
  - a. Consist of five (5) members recruited by the Executive Council, at least one of whom shall be chosen from current Senators.
  - b. Select its Chairperson from the membership.
  - c. Be responsible for the elections of the Executive Officer and Senator positions.
  - d. Resolve cases of doubt as to eligibility for election to any office, membership in the Senate, or membership status in the electorate.
  - e. Issue a second call for nominations in cases where only one qualified nominee has been determined.
  - f. Be responsible for filling Executive Council vacancies, following the procedures set forth in these bylaws.
  - g. If requested, administer an election using secret ballots, and reports the results to the Executive Council or the Senate.
  - h. Devise procedures, supervise and administer all elections of the Senate.

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