

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

Thursday, May 27, 2021
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 (absent)
	Alicia Lopez, Senate Manager	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Catherine Cannock, Member at Large(absent)	
	<i>Senators</i>	
	Elizabeth Jones	<i>Attendees</i>
	Amara Tang	Lorenze Legaspi
	Marco Chavez (absent)	
	Ana Fuentes (absent)	
	Jennifer Osborne (absent)	
	Cynthia Purnell (absent)	
Anda McComb		

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"> May 13, 2021 – 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:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Charlie Lieu, Senate President, at 11:00 am.
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Agenda Item 4: Executive Board & Senator Reports:

DISCUSSION	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> 5/25/21 PCAB (Recap) – At last PCAB, Academic Senate read a resolution to defend the AAPI community, it was an approved by PCAB. Trying to approve ethnic studies to be part of the curriculum at the state level. PCAB also approved the 13 point strategic plan. <ul style="list-style-type: none"> Mesa is going to be a COVID vaccination site for both Johnson & Johnson and Moderna vaccines. Student services Grad parade- please attend. AS announced new President Natalia Trinh. New Dean was hired for Social and Behavioral Sciences, start date will be in July. Chancellor Carol’s message about returning to campus: Vaccinations will be required to return to campus (students and employees). However, medical and religious exceptions will be considered. Understand that masks are still required on campus. Seems like things are still unclear about returning and vaccinations. July 1st you can return but it’s voluntary. <ol style="list-style-type: none"> Possible way to verify vaccination. Submit vaccination card or a complete a form on file in PeopleSoft to provide proof of vaccination card or an appointment email. <p>b) Vice President- Eva Parrill</p> <ul style="list-style-type: none"> No Report <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"> We have \$210 dollars to deposit. The music video and dance video payments need to be processed for the hours produced to create them for Classified Awards Ceremony. Total of \$580 expenses. <p>e) Member at Large- Catherine Cannock</p> <ul style="list-style-type: none"> Academic Senate (Recap) – Tabled <p>f) Senator Reports</p> <ul style="list-style-type: none"> Elizabeth shared that drops in Admissions occurred for non-payment. Reinstated this process for the summer registrations. Amara shared that EOPS is accepting applications for fall, they currently have 600 students enrolled in the program. No maximum
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	<p>only minimum cap.</p> <ul style="list-style-type: none"> • Mona shared that Outcomes Assessment will have an Outcomes Coordinator start soon. <p>g) Ad-hoc Reports</p> <ul style="list-style-type: none"> • No Reports <p>h) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> • Shared with all the AFT discussion on reopening and is understanding of classified professionals’ concerns. Please reach out if need support. Everyone should have received their \$500 COVID related stipend. The plan is to fully return to campus during Spring 2022.
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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 Learning (Parrill)</p> <ul style="list-style-type: none"> • ClassiCon – Email sent out, events are next week. All will be virtual. Tuesday will have a drive-through event. There’s a cooking class and an art class. You’ll get awesome swag. If can’t come Tuesday for drive-through event will have remote workshops. Lots of learning and games. This year is world cultures mosaic, share about cultures learn about each other and share our unique things about our culture with others, share differences. <p>b) Mesa Pathways (Lieu)-</p> <ul style="list-style-type: none"> • MPC Meeting (Recap)-The mapping group has decided on our new configuration of our academic pathways after hosting a number of mixers for faculty, counselors, classified, and students. We will now have academic pathways called Academic & Career Pathways, list of 8 different pathways were shared. MPC will come back in the fall and resume work. Fall want to roll out a newsletter to campus to keep community updated on committee work. <ul style="list-style-type: none"> ○ Academic and Career Pathways Names: <ol style="list-style-type: none"> 1. Art, Design & Performance 2. Business & Entrepreneurship 3. Earth & Environment 4. Education & Guidance 5. Engineering, Math & Sciences 6. Health, Medicine & Well-Being 7. Language & Literature 8. Social & Behavioral Sciences <p>c) Program Review/PIE (McComb/King)- No Report.</p>
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Agenda Item 6: Old Business

DISCUSSION	<p>a) Spring Fundraiser update (Cannock)- Spring FUNdraiser was successfully carried out. We had about 17 participants who shared their run/walk on the Padlet. We are still waiting for numbers in terms of how much was raised.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 7: New Business

DISCUSSION	<p>a) New election bylaws and stipend allocation (Lieu/Parrill)- Based on the last classified elections, the executive team have decided to make minor updates to bylaws and are presenting this to Classified Senate to vote and get into revised bylaws. Items for review are bylaws 5.4, 5.5, and 8.3.</p> <ul style="list-style-type: none"> ○ Item 5.4- Add language that the Office of Institutional Effectiveness shall support the Committee on Elections by preparing ballots and conduct the election according to procedures which it may establish. Idea is to partner with office of IE to help us with future elections ○ Item 5.5- Add language that we have our election results completed by mid-May. It was not in the bylaws in the past and it's beneficial to conduct these by mid-May because it helps get paperwork started at district and plan for a seamless transition of new elected Executive Council and Senators. ○ Item 8.3a.- Executive Board is requesting that the funding distribution of the President and Senate Manager be updated to recognize the additional duties and time required to complete of those duties (meeting minute drafts, updating drafts to final version, uploading final versions to the website including senate agendas and in addition keeping all senate files organized, plus overall time required in CS website maintenance) that the Senate Manager completes on a consistent level monthly that is currently not reflected on the current funding distribution. <ol style="list-style-type: none"> 1. President distribution would be changed to 33% and Senate Manager would increase to 20% <ol style="list-style-type: none"> a. Motion to approve for a vote: All attendees approved to move forward with making these changes to the bylaws on 5/27/2021 at 12:20 pm. <p>b) New Classified Scholarship recommendations (Parrill/Goodman)-</p>
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The last few years we've had 4 scholarships at \$300 each. Scholarships have been given to 2 part-time and 2 to full-time employees. As we've been reading applications, we've noticed trends and recommend to make some changes. Switch it to have a focus on the students' goals such as pursuing higher education and having scholarships for general higher education going for an associate or a BA and having a separate scholarship for professional learning. The recommendations are to focus on students' goals instead of employment status. Advertise for different levels of education outcomes but would not have separate applications in the system for that.

- Another recommendation is to create an Endowment Fund where we invest \$10,000. Those funds will be invested, pay dividends which will help for increasing income of the scholarships. Minimum amount is \$10,000 but hopefully in a couple of years we can get there to then create an Endowment Fund. It's an account that accrues profit based on the money that is being added into the endowment.
 1. We were remote and were able to save and accumulate the funds we currently have. We didn't spend much money on food for events.
- Senate members are leaning more towards providing more scholarships instead of providing the classified senate gifts.
 1. Alicia brought up the idea to continue to provide swag to classified but instead of as a gift to all maybe only have it out during events or have an opportunity drawing for events which can include virtual events.
 2. Des stated maybe continue to go to go to all departments and give out something else.
 3. Amara stated maybe have a designated time for swag pick-up 1-2 hours since not all classified can attend events.
- Another idea brought up in the past is to provide a gift instead to new employees as part of a welcome kit from classified senate. We will wait to bring this to vote next year. We will type something out and make a formal proposal for voting.

c) Suggestion for Classified PL for Flex week (Parrill)- Tabled

d) Department of the Year Award- Plaque (Cannock)- Department of the year award was given to **Shipping and Receiving**: The department gets to hold it for the year. It's a team award. There are 4 different options for passing on to different offices and departments as they get nominated and win. We reviewed plaques. Options include: acrylic version, trophy like, metal plaque, final is a wooden plaque.

- The last two can hang on a wall. The top 2 would have to sit

	<p>on a desk or a spot. Department gets a choice between a pizza party, donuts or cookies party.</p> <ul style="list-style-type: none"> ○ We all went with option #2 which the trophy like option. <ol style="list-style-type: none"> 1. Should we give one out for the employee of the year award? Yes, sounds like a great idea. This will be unique to the individual and doesn't get passed around. 2. Unsung hero started by Rita Zepeda previous President and gets provided during ClassiCon. 3. Eva offered that maybe just provide a certificate and a nice frame for the employee of the year award. Will decide officially at a later time.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

Agenda Item 8: Announcements/Events:

DISCUSSION	a) Next meeting is on 6/10/2021. We have one more meeting on June 10 th and are cancelling June 24 th meeting.
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Agenda Item 9: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> • Knowledge Share/Roundtable
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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"> • June 10, 2021, 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 12:30 pm
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Taken by Alicia Lopez
 Submitted by Alicia Lopez, Senate Manager
 Approved on: 6/10/2021