



CLASSIFIED SENATE MEETING MINUTES

Thursday, April 27, 2017

1:30 p.m. to 2:30 p.m., Room U4-100

Members Present: Terrie Hubbard, Joyce Allen, Reylyn Cabrera, Lynne Campbell, Lily Cava, Sean Young, Sam Shooshtary, and Val Sacro

Guest: Robin Watkins

Call to Order: Meeting was called to order at 1:37 p.m. by T. Hubbard

A. Approval of the Agenda:

Agenda was approved with addition of May Day (Lynne Campbell and Reylyn Cabrera)

B. Approval of Previous Minutes:

The minutes for April 6, 2017 were approved. (Lynne Campbell and Sean Young).

C. Additional Items:

1. May Day. AFT will be on campus May, 1, 2017, from 9 a.m. to 11 a.m., in the cafeteria for May Day (Union endorsed, supported by SDCCD). This event will highlight history on labor, worker exploitation, along with guest speakers on immigration. Supporters will be wearing red and black during this event.
2. Classified Staffing Concerns. Continued from April 6, 2017 Classified Staff meeting. There was a robust discussion regarding classroom and lab time block, room spacing (no place to put students and no space to place them), staffing for Lab Technicians (safety issue), monies given up for Workforce initiative was from salary savings funding (for positions not filled), and PeopleSoft supervisory viewing for timecard tracking.

D. Old Business:

1. Classified Retreat Update. Currently being worked on, updates to follow.
2. Classified Week Activities. 2017 Classified Week was presented which will be held on May 22-25, 2017. Activities to include awards ceremony (review request for event refreshments and funding), Classified luncheon, movie day (to include student food drive for REACT), PERS Retirement Benefit workshop, and breakfast potluck & Classified Pride Day.
3. Civil Rights Film Festival. Will feature Moonlight, to be held on April 29, 2017.
4. Invest in Success. Silent auction item was previously approved for \$50, but used \$60, which includes decoration items such as ribbons and baskets.

E. New Business:

1. Classified Professional Development. Looking at holding event on January 8-11, 2017, to be started with a Classified Senate meeting/breakfast, continuing with a vendor faire, Veba Workshop, and a CPR/AED training.

2. Facilities Master Plan Update. Facilities Committee finalized the ranked Facilities Needs list. Ranked list will be used to inform Facilities repair and maintenance for the next year. Upon review and discussion of ranked list, Facilities Master Plan was moved for approval by R. Cabrera and seconded by S. Young with clarification needed for items 9. Renovate L-101 to accommodate Student Success Program and item 24. Space. Question was asked that due to college growth in the future, why invest in gymnasium sound-proofing when there is a possibility to outgrow the size of the gymnasium.
3. Miramar College Technology Plan 2.0. Plan was reviewed and discussed. Under the Goals of this plan, suggestion was made to expand beyond faculty, to include Classified Staff as well. Projected IELM budget for 2017-18 are preliminary, to be revised with actual by end of May 2017. Technology Plan was moved for approval by L. Campbell and R. Cabrera with suggestion to add Classified Staff in Goals.
4. Miramar College Annual Planning Calendar. Draft was presented with suggested updates and additions. Classified Staff to be involved with the Program Review process. Suggestion was made to send out to Classified Staff regarding feedback for Program Review. Upon review of the draft Annual Planning Calendar/Cycle 2017-2018, updates were moved for approval by R. Cabrera, seconded by L. Campbell. Budget Committee is receiving Workforce Initiative monies to help with AV/Technology classroom equipment updates (to be consulted with AV, ICS, and Technology Committee). This will be replacing some IELM monies, to be used with Workforce Initiative monies. Concern was brought forward regarding BRDS and Workforce Initiative monies is that this could be considered supplanting (i.e., sound proofing of campy gym for graduation). Workforce Initiative monies are for CTE funding, specifically. Suggestion was made to keep a close watch on how this funding is being handled.
5. Update to Classified Senate Senator List and Banking Information. Placeholder for Summer 2017. Banking information Sam to come off the Classified Senate banking account, adding on Val Sacro.

F. Reports:

1. College Governance Council (CGC). (Allen) - None
2. District Governance Council (DGC). (Hubbard) - Awaiting revise.
3. Treasurer Report. (Cava) - None
4. Budget & Resource Development. (Allen or Young) – None
5. Safety/Facilities. Currently going through SDS and GHS compliance issues at the District level (hazmat items). Suggestion was made for Safety/Facilities to revisit protocol regarding student blood drawing and acid handling - how to do incident reports, who to contact, and who to report to. Process is currently vague and needs a formalized process. Once finalized, recommendation was made for information to be sent throughout the College.
6. Marketing Committee. None

7. Planning & Institutional Effectiveness. (Allen) - None
8. Event Committee. Possibly December 2nd or December 9th to hold the college's Holiday party. Looking at feedback for location used by the Sport Banquet to use a next venue, if not, then will continue with MCAS Miramar venue.
9. Diversity Committee. (Hubbard) - Civil Rights Film Festival is this Saturday.
10. BSI Committee. (Cabrera) – There was a workshop for staff and faculty regarding DSPS students, providing information on resources on campus, as well as awareness.
11. Review of Services. - None
12. Other.

G. Announcements:

Summer Project: During the summer, the Classified Senate will revise the committee membership list and the Classified Senator assignments

H. Adjournment:

Meeting was adjourned at 2:13 p.m.