

## MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES

Thursday, March 3, 2016

11:30 a.m. - 12:30 p.m.

Room U4-100 (new Employee Lounge, adjacent to the Facilities office)

**Members in Attendance:** J. Allen, L. Cava, S. Shoostary, L. Campbell, T. Hubbard, T. Williams, B. Warren, J. King, M. McGill, N. Erlandsen

**A. Approval of the Agenda**

The agenda was approved \_\_\_\_\_

**B. Approval of Previous Minutes**

The February 4, 2016, minutes were presented for approval

The minutes were approved (MSC: L. Campbell/J. King)

**C. Additional items**

**1. AFT Annual Donation**

AFT has reduced their annual donation to \$500. However, they will send the additional \$500 if the budget permits.

**2. Academic Senate BBQ**

The Academic Senate is planning to resume the organization of the annual BBQ. It will take place in May. AS President Marie McMahon spoke with T. Hubbard regarding Classified Staff support for the event. The Classified Senate agreed that we would not take the lead, but would support the event by bringing side dishes, along with the faculty. However, due to the fact that the event is scheduled during the week of graduation, we are not able to commit to providing support for setup, break down, serving, or clean up.

**3. Classified Week – May 2016**

The activities for Classified Week were discussed. The following events have been scheduled:

a. Awards Ceremony, May 3

b. Annual Classified Luncheon, provided by Hsieh, May 19

T. Hubbard sent the recommendation for a caterer to Hsieh; however, she has chosen to use a different caterer based on a budget of \$1,200-\$1,500 for the event. The luncheon will be catered by Panda Express.

Based on the success of events scheduled last year, other recommended activities include:

- Showing another movie
- Brunch potluck
- Golden Ticket

**D. Old Business:**

**1. Classified Retreat – March 30, 2016 (Update)**

T. Hubbard provided an update on the Retreat planning. There are currently 27 people signed up to attend the retreat. We can accommodate another 10 people.

**2. Student Support Services / Tutoring – Update (Cabrera)**

R. Cabrera provided update information to T. Hubbard, which was shared with the Senate.

**3. Staff Parking Issues**

Staff parking continues to be a concern. The Classified Senate will make a point to have one of the CS members on the Facilities Committee report back any discussion on the topic.

**4. Classified Scholarships**

The Classified Senate agreed to offer two scholarships this year. To date, one application has been received.

**5. Classified Hiring – Update**

S. Shoostary reported that the Senior SS1 position for EOPS had been offered to an individual. The name of the person will be announced once they accept the position offer.

**E. New Business:**

**1. Campus Planning Summit**

The Classified Senate was reminded about the Planning Summit scheduled to take place on March 11, 2016. J. Allen gave an overview of the planned Summit activities.

**F. Reports:**

1. College Governance Council (CGC) (Allen)
2. District Governance Council (DGC) (Hubbard)
3. Treasurer Report (Cava)
2. Budget & Resource Development (Allen or Young)
3. Safety/Facilities
4. Marketing Committee
5. Planning & Institutional Effectiveness (Allen)
6. Event Committee
7. Diversity Committee (Hubbard)
8. BSI Committee (Cabrera)
8. Review of Services
9. Other

**G. Announcements:**

**1. Science Fair**

T. Williams announced that Miramar will be holding the 9-99 Science Fair on Saturday, March 12, 2016.

2. T. Hubbard announced that the Civil Rights Film Festival is scheduled to be held on Saturday, April 16, 2016.

**H. Adjournment**

The meeting was adjourned at 12:07 p.m.

***\*San Diego Miramar College 2007–2013 Strategic Goal 5: Refine the college's integrated planning process.***

**5.1** Improve and strengthen the integrated college planning process driven by the college's Strategic Plan. This efficient and accountable process facilitates transparent college wide planning, budgeting and resource allocation.

**5.2** Develop a process for evaluating and responding to alternate sources of funding.

**5.3** Strengthen coordination with the District to maintain equitable, courteous and quality service delivery to students, especially during state and local budget crises, and preparedness for unexpected catastrophic events.

**5.4** Continue to refine the college participatory governance structure processes and activities to align with the formalized integrated college planning process.