

MIRAMAR COLLEGE
CLASSIFIED SENATE MEETING
MINUTES
Thursday, April 6, 2017
11:00 a.m. – 12:00 p.m.

Members Present: J. Allen, L. Cava, T. Hubbard, S. Shooshtary, R. Cabrera, L. Campbell, S. Young, E. Fuerte, J. King, V. Nguyen

The meeting was called to order at 11:07 a.m.

A. Approval of the Agenda

The agenda was approved with two additions (MSC: L. Campbell / R. Cabrera)

B. Approval of Previous Minutes

The March 2, 2017 minutes were approved (MSC: L. Campbell / J. Allen)

C. Additional items

1. Deployment Package Donation (Duane Short)

The Senate voted to approve a spending budget of \$100 to purchase donation items for the military deployment donation drive.

2. Classified Staffing Concerns

Members' present expressed frustration with the lack of Classified staffing. As the campus and class offerings continue to grow, we find that we do not have adequate staffing to support the increase. A specific concern was about funding being allocated for classroom supplies; however, the individuals responsible for the ordering have not been given adequate time to plan, organize, and complete the required requisitions. There was also a question about Friday & Saturday classes (Weekend College) that may be offered in the fall 2017 semester. Per the Office Technical contract, weekend work must be voluntary, and cannot be required without consent of the individual. The language from the Office Technical contract is below.

5.7 Change in Work Schedule

A unit member's work schedule may be changed at the discretion of the District or upon mutual agreement with a unit member request. The District will not change a unit member's schedule without prior notice. A change in work schedule is defined as the modification of a unit member's start and/or end time of a workday and/or routinely assigned workweek. A unit member shall not be required to change his/her workweek to include Saturday, Sunday, or split shift assignments without his/her written consent.

D. Old Business:

1. Classified Retreat Update

T. Hubbard gave an update on the funding request for the Classified Senate Retreat.

2. Classified Senate Elections

The Classified Senate Election results were announced and confirmed by the members present. T. Hubbard was re-elected as the Classified Senate President and Val Sacro was elected as the Classified Senate Secretary.

3. Classified Week Activities – May 2017

Possible activities for Classified Week in May were discussed.

E. New Business:

1. Civil Rights Film Festival

T. Hubbard announced and passed out fliers for the April 29, 2017 Civil Rights Film Festival.

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2. Invest in Success – Silent Auction Item

The Senate voted to approve \$50 for a silent auction items for the Invest in Success event.

4. Classified Committee Assignments

Committee assignments will be reviewed during the summer term.

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. R. Cabrera announced that the campus would be holding a BSI Workshop on April 17, 2017, from 1:45-2:45 p.m., in room M-209.

H. Adjournment

The meeting was adjourned at 12:15 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.

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