



## Cuyamaca College Classified Senate Meeting Agenda

Date: **September 26th, 2023**

Time: **9:00-11:00am**

Location: **Hybrid in room E-106 and Zoom: <https://gcccd-edu.zoom.us/j/83732575661>**

Name	Role	Attendance
Raul Enciso	President	<input type="checkbox"/>
Stephanie Rodriguez	Vice President	<input type="checkbox"/>
Taylor Fiehler	Treasurer	<input type="checkbox"/>
Katie Cabral	Secretary	<input type="checkbox"/>
Michael Allen	Senator	<input type="checkbox"/>
Rafael Ayala	Senator	<input type="checkbox"/>
Anmar Kakos	Senator	<input type="checkbox"/>
Dalea Kanno	Senator	<input type="checkbox"/>
Veronica Nieves	Senator	<input type="checkbox"/>
Rocky Rose	Senator	<input type="checkbox"/>
Layla Shaba	Senator	<input type="checkbox"/>
Amber Toland Perry	Senator	<input type="checkbox"/>
Carla Villanueva	Senator	<input type="checkbox"/>

**Quorum:** 4/13

**Decisions:** 2/3 of officers present

*A quorum for purposes of Classified Senate meetings and for voting purposes shall consist of 25% of those regularly attending officers. Decisions will require a two thirds (2/3) majority vote for those officers present. ([Article 5.1.2](#))*

**Guests:** None

**Note-Taker:** Katie Cabral

### Call to Order: *Meeting called to order at \_\_\_\_ [time]*

1. **Roll call**
2. **Additions/deletions/revisions to the agenda**
3. **Approval of August minutes ([link](#))**

### Participatory Governance

1. **Classified Senate Annual Goal-Setting Retreat debrief (all)**
  - a. Discussion: Proposed goals and action steps ([link](#))
2. **Joint Cuyamaca and Grossmont College Classified Senate meeting (Raul)**
  - a. How frequently should we hold joint meetings?
  - b. Meeting location/modality?
3. **Classified Senate workgroups (all)**
  - a. Classified Community Care (Anmar, Dalea, & Katie): - *no update; pending discussion with Jeanie Tyler-Machado and Tonie Campbell*
  - b. 9+1 ([link](#)) (Katie) - *no update; pending discussion with Grossmont College Classified Senate*
  - c. Constitution and Bylaws update ([link](#)) (Raul, Stephanie, Michael, & Katie): The expanded workgroup met on September 7th and 19th to discuss potential revisions to the C's & B's



4. **Committee and council vacancies and term renewals** ([link](#)) (Raul)
5. **Committee and council updates** (all)
  - a. Cuyamaca College Council (Raul, Stephanie, & Michael)
  - b. Institutional Effectiveness Council (Rafael & Stephanie)
    - i. Fall workshop (9:00am-12:00pm on October 16, 2023, in-person; October 20, 2023, virtual)
    - ii. Accreditation update (campus-wide workshop during Flex Week Spring 2024; training for Senate Presidents, Accreditation reps., and IEC members on October 23)
  - c. Student Success and Equity Council (Katie)
  - d. Resource and Operations Council (Anmar)
  - e. Program Review Steering Committee (Rafael & Taylor)
  - f. Faculty Hiring Priorities Committee (Vacant)
  - g. Classified Hiring Priorities Committee (Raul, Michael, & Dalea)
  - h. Teaching and Learning Committee (Veronica, Amber, Katie, & Stephanie)
    - i. Vote: Proposed changes to the charge and composition ([link](#))
  - i. Facilities and Sustainability Planning Committee (Stephanie) - *no update*
  - j. Outcomes and Assessment Committee (Stephanie)
  - k. Online Teaching and Learning Committee (Amber)
  - l. College Technology Committee (Michael & Amber)
  - m. Student Services Leadership Advisory Team (SSLAT) (Dalea)
  - n. Student Center Advisory Committee (Raul)
  - o. District-wide Public Safety & Emergency Preparedness Council (Rafael)
  - p. District Human Resources Advisory Council (Katie)
  - q. Equity in Employment Taskforce (Katie)
  - r. District Executive Council (Raul)
  - s. District Strategic Planning and Budgeting Council (Raul)
  - t. Academic Calendar Committee (Katie)
6. **Search and interview committee appointments** (Raul)
  - a. Health Services Nurse: Kendra Saucedo
  - b. Automotive FT Faculty: Taqla Enser
  - c. Art - Digital Art FT Faculty: Gini Gomez
  - d. District Services Senior Director of Purchasing & Contracts: Melody Wells (DS); Brittney Budde (CC) no longer available to serve
  - e. Custodian: Laila Vejar
  - f. General Maintenance Worker, Sr.: Laila Vejar and Gini Gomez (TBD)
  - g. Child Development Assistant, Sr.: Stephanie Rodriguez
  - h. District Services Internal Auditor: Adam Andrews (CC) and Susan Glass (DS)
  - i. District Services Director of Human Resources: Pilar De La Cruz (DS) and Alison Haertjens (DS)
  - j. Budget Analyst: Will identify 2 reps by 9/15; no volunteers
  - k. College Cashier: Will identify 2 reps by 9/15; Albina Khammi (needs approval)
  - l. Dual Enrollment Coordinator: Veronica Nieves and Vanessa Saenz
  - m. Center for Water Studies FT Faculty: Will identify 1 rep by 9/21; no volunteers
  - n. District Services CAPS Specialist: Marco Raya (DS); we did not receive a second volunteer
  - o. Director of Public Information, Government Relations, and Community Relations: Will identify 2 reps from CC, GC, and/or DS



- p. Director of Admissions and Records: Stephanie Rodriguez and Lisa DiBella volunteered
  - q. Career Center Supervisor: Will identify 2 reps by 10/5
  - r. District Services Director of Information Security: Will identify 2 reps by 10/6
  - s. Athletic Facilities Technician: Will identify 2 reps by 10/15
7. **Agenda items for the Classified Senate President's meetings with District and Campus Leaders in October** (Raul)
- a. Chancellor Neault and Grossmont College Classified Senate President
  - b. President Robinson - discuss vacancies on participatory governance and hiring committees, and updating participatory governance handbook to note that every group should have at least one classified rep
  - c. Interim VPSS Hays
  - d. VPI Machado-Tyler (meets as needed)
8. **Cuyamaca College Classified Senate's written reports to the Governing Board** (Katie)
- a. Previously submitted reports are posted on the Classified Senate Participatory Governance webpage ([link](#))
  - b. Please submit any pictures and event descriptions for our October Governing Board report to Katie by Friday, September 29; this will contain events involving classified employees between 8/28-9/29/2023
9. **Surveys** (Raul)
- a. Marketing survey; complete by September 22 (<https://graduate.questionpro.com/GCCCD>)
  - b. iCommute survey; complete by September 29 (<https://www.surveymonkey.com/r/PMGSMNW>)
  - c. [CSEA Chapter 707 contract](#) reopener; complete by October 31 (<https://forms.gle/gZ928ZBaD8d1sL46A>)

## Professional Development

1. **Professional Development for Classified** (Raul)
- a. Mental health and well-being (Veronica & Carla)
  - b. Meditation: yoga and guided practices (Carla)
  - c. Emotional intelligence (Veronica)
  - d. Accessibility (Veronica)
  - e. Improving campus culture and climate (PD needs assessment)
  - f. Identifying biases, microaggressions, and stereotype threat (PD needs assessment)
  - g. Effective, supportive, and equity-minded leadership (PD needs assessment)
  - h. CPR/First Aid (Michael) - *Note: Nicole Conklin confirmed this is offered once per year at alternating colleges; last year it was offered at Cuyamaca and this year it is at Grossmont*
  - i. Using the Canvas learning management system (PD needs assessment)
  - j. Community of Practice (peer-to-peer informal discussions on improving practice) (PD needs assessment)
2. **CCC Accessible Document Training** ([link](#)) (Raul)
- a. Two cohorts: Sept 11- Dec 7; Oct 2 - Dec 2; course requires ~10 hours to complete
  - b. \$125 registration fee will be covered by the CCC Accessibility Center
3. **Upcoming events** (Raul)
- a. Conversations and walks with the President (see [Calendar of Events](#) for details)
  - b. California Community Colleges Women's Equity Empowerment Program starting September 27 ([flyer link](#); [application link](#))- *waitlist*
  - c. COLEGAS Webinar Series: Latinx/e Heritage Month, from 2:00-4:00pm on September 28 ([registration link](#))
  - d. GCCCD Mental Health First Aid training from 8:30am-5pm on September 29 ([registration link](#))



- e. [National Custodian Day](#), October 2
  - f. Strengthening Student Success Conference (SSSC) in Burlingame, October 11-13 ([link](#))
  - g. Cuyamaca College Fall Workshop TBD: October 18 (in person), October 20 (virtual)
  - h. Conversations with the Chancellor, October 27
  - i. HACU Conference in Chicago, October 28-30 ([link](#))
  - j. CSEA Maintenance & Operations Academy in October 2023 ([link](#) - login required)
  - k. COLEGAS Conference in Long Beach, November 1-3 ([link](#))
  - l. Queer Center Grand Opening, from 12:00-2:00pm on November 14 downstairs in the Student Center/I Building ([flier link](#); [RSVP link](#))
  - m. CCCCCO System webinars (typically held the first Wednesday of the month from 9:00-10:00am; [link](#))
4. **Classified Senate's calendar of events** ([link](#)) (Raul)
- a. Submit events to add to calendar ([link](#))

### Classified Employee Recognition

1. **President's Outstanding Leadership & Service Award 2023** (Raul)
  - a. Discussion: Recommended revisions to criteria and nomination form for President Robinson
  - b. Recognition of 2023 winners Rafael Ayala and Derek Bertram ([link](#))
2. **Student Services Above & Beyond Award** (Raul)
  - a. Updated timeline: accept nominations from January through April 2024 (Spring Break); announce winner at Student Services Retreat in the beginning of Fall 2024
3. **Classified Senate fundraiser** ([link](#)) (Taylor, Stephanie, & Raul)
  - a. Raised \$610 since May 2023 (met our \$500 fundraising goal as of July 27); available funds as of September 2023: **\$736**
  - b. Used some funds to purchase snacks, coffee, and tea for our annual goal-setting retreat
  - c. Discussion: Ideas for using the funds raised so far:
    - i. Purchase books for a Classified Senate lending library to support classified professional development ([link](#))
    - ii. Purchase snacks for a social gathering that involves recognizing classified representatives that serve on participatory governance groups
    - iii. Purchase t-shirts to increase the visibility of Classified Senate
  - d. Thank you cards for donors (19 total donors; most recent donation was on September 7)
4. **Caring Campus moment: What did you do to help students this week?** ([link to Jamboard](#)) (All)

### Parking Lot/Tabled Items:

1. **Caring Campus - Tabled**
  - a. Vision for Success ([link](#))
  - b. Behavioral Commitments ([link](#))
  - c. Student Engagement Campaign draft presentation ([link](#))
2. **Classified Orientation** ([link](#)) - *tabled until we receive an update from the Teaching & Learning Team*
3. **Cuyamaca College 2023-24 vacant positions** ([link](#)) - *Tabled until we receive an updated list from the VPAS*
4. **New Classified Employees**
  - a. Cuyamaca College 2022-23 and 2023-24 vacancies and hired positions ([link](#)) - *Tabled until we receive an updated list from the VPAS*



**Next Meeting**

1. **Regular meeting:** Tuesday, October 24, 9:00-11:00am
2. **December meeting:** Rescheduled to third Tuesday (December 19, 9:00-11:00am)

**Adjournment:** *Meeting adjourned at \_\_\_\_ [time]*