



Cuyamaca College Classified Senate Meeting Notes

Date: **July 25th, 2023**

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

Location: **Hybrid in room E-106 and Zoom: <https://us06web.zoom.us/j/88516777372>**

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

Note-Taker: Katie Cabral

Call to Order: **Meeting called to order at 9:04am**

1. **Roll call** - *The meeting began with introductions, and each member noted something fun/interesting they did over the weekend*
2. **Additions/deletions/revisions to the agenda** - *No additions or revisions to the agenda*
3. **Approval of June minutes ([link](#))** - *M/S: Rafael Ayala/Layla Shaba; approved by consensus*

Participatory Governance

1. **Caring Campus moment: What did you do to help students this week?** (All) - *Dalea shared how she helped a potential student hourly worker apply; Carla shared her work on the "College is for me" event with middle schoolers, helped students consider college, feel comfortable and ready to go to college after taking a class; Carla also talked about how she helped a student who came to the B Building, and she was excited to practice her Spanish; Raul shared information about the Blue Heart Foundation and Viejas Educational Center campus visits, which included presenting information about the Together We Rise center and other campus resources; Layla shared about BOT students who were struggling to register, she explained each major (7 certificates and 2 degrees in BOT) and the courses required for each*
2. **Welcome new Classified Senate 2023-2025 Executive Board and Senators** (Raul) - *Raul welcomed the new executive board for the 2023-2025 two-year term, including Raul as President, Stephanie as Vice President, Taylor*



as Treasurer, and Katie as Secretary; they met in early July to help the new executive board; they want to make Classified Senate a more inclusive space that welcomes guests and make sure folks feel they belong; Katie thanked Veronica for her six years as Treasurer and for Taylor for stepping into the Treasurer role for the 2023-2025 term; Raul noted that this is his first meeting as Classified Senate President and hopes to continue to build community among classified staff and get our “new normal” running since the pandemic; the executive board members are excited about new opportunities; we hope we can use some of our funds to purchase food for meetings;

3. **ACCJC Accreditation Midterm Report** ([link](#)) (Bri @ 10:00am) - Bri, Cuyamaca College’s Accreditation Liaison Officer (ALO), shared the Midterm Report with Classified Senate; Bri provided some background information about ACCJC and the accreditation cycle; our last accreditation site visit was 2019; we submitted a follow-up report after to address routine evaluation of classified professionals; our Midterm Report includes updates about outcomes assessment and performance/key performance indicators (KPIs); this report also includes updates about the actionable improvement plans we wrote in 2019 and the quality-focus essay (QFE); our QFE was focused on creating a center for Teaching and Learning and expanding open educational resources (OER); the pandemic impacted some of the plans we had initially developed; this midterm report is being vetted across all constituent groups and specific participatory governance groups; Bri will circulate this report for signatures from the Classified Senate President and other leaders; this will go to the Governing Board in September 2023 and it is due to ACCJC October 1, 2023; there will be more workshops and professional learning opportunities around accreditation in fall 2023, including workshops for Classified Senate; Bri encouraged members of Classified Senate to review and send her any questions; she will route this for signatures next month;
4. **Classified Senate workgroups** (all)
 - a. Classified Community Care (Anmar, Dalea, & Katie): Fall 2023 fitness class starting at noon on Tuesdays and Thursdays: ES-024ABC; contact Coach Heidi Wilson to be added - *The instructor is working to create a subsequent course for folks who have already taken the course three times (A, B, and C); Layla shared positive reflections about her experience with the course and how supportive and flexible the instructor is; this course will start August 21st; Classified Senate*
 - b. 9+1 ([link](#)) (Katie): The state-wide Classified Senate (4CS) voted on a state-wide 9+1 during the 2023 Classified Leadership Institute ([link](#)) - *The new executive board will work with Grossmont College to see if we want to adopt the statewide 9+1; Katie shared that Cuyamaca and Grossmont Classified Senates will need to coordinate to potentially add this to the relevant Board Policy and Administrative Procedure; Raul is meeting with Grossmont College Classified Senate today and will bring this up to Michele Martens to meet about this; this 9+1 document can be shared with all classified for input or questions;*
 - c. Constitution and Bylaws update ([link](#)) (Katie & Stephanie): *Tabled; we will talk about this at the August Classified Senate retreat to update wording; current members of Classified Senate are not sure about the history/origin of the Constitution and Bylaws; want to change to make sure there are more ways for folks to join Classified Senate rather than just during elections*
5. **Security cameras on campus** ([link](#)) (Katie) - *Katie shared the current procedure that the past VC of HR shared with Academic Senate, Classified Senate, ASG, and AA; these cameras are intended to protect District assets; Katie requested feedback and questions from Classified Senate members about these procedures; there are concerns about student monitoring/“policing” including concerns from Cuyamaca’s Student Trustee; Katie iterated the importance of the strong MOU that GCCCD and CSEA have regarding the use of video footage*
6. **Committee and council vacancies and term renewals** ([link](#)) (Raul) - *Raul discussed the current vacancies on participatory governance groups; many of these groups do not meet over the summer, but we will need to*



confirm representatives before each group meets in August or September; we will discuss further at the Classified Senate retreat in August; Amber noted she is a resource for the Teaching & Learning Committee by title

- a. Institutional Effectiveness Council: We need one (1) representative to join Rafael Ayala on this council because Megan Smith's two-year term ended.
 - b. Student Success and Equity Council: We need one (1) Student Services rep and one (1) Instructional rep to join Katie Cabral on this council because Raul Enciso and Megan Smith's two-year terms ended.
 - c. Resource & Operations Council: We need one (1) representative to join Rana Al-Shaikh on this council.
 - d. Program Review Steering Committee: We need one (1) rep to join Taylor Fiehler and Rafael Ayala on this committee.
 - e. Teaching & Learning Committee: We need one (1) rep to join Veronica Nieves and Jennifer Moore on this committee.
 - f. Classified Hiring Priorities Committee: We need one (1) rep from Instruction to join Raul Enciso, Michael Allen, and Andre Toma on this committee.
 - g. Outcomes & Assessment Committee: We need one (1) rep to serve on this committee; there are currently no classified reps on this committee.
 - h. Student Services Leadership Advisory Team: We need one (1) rep because Martha Galvan's two-year term ended.
 - i. College Technology Committee: We need one (1) rep from Administrative Services to join Michael Allen on this committee.
7. **Committee and council updates** (all) - *There were no updates because most of these groups did not meet this month.*
- a. Cuyamaca College Council (Raul, Stephanie, & Michael)
 - b. Institutional Effectiveness Council (Rafael & Stephanie)
 - c. Student Success and Equity Council (Katie & Raul)
 - d. Resource and Operations Council (Anmar)
 - e. Program Review Steering Committee (Rafael & Taylor)
 - f. Faculty Hiring Priorities Committee
 - g. Classified Hiring Priorities Committee (Raul & Michael)
 - h. Teaching and Learning Committee (Veronica & Stephanie)
 - i. Facilities and Sustainability Planning Committee (Stephanie)
 - j. Outcomes and Assessment Committee (Stephanie)
 - k. Online Teaching and Learning Committee (Amber)
 - l. College Technology Committee (Michael)
 - m. Student Center Advisory Committee (Raul)
 - n. Food Services Taskforce (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)
8. **Search and interview committee appointments** (Raul) - *Raul provided an update about search and interview committee appointments, and noted that he was contacted about serving on the Interim A&R Dean committee.*
- a. Vice President of Student Services: Raul Enciso and Dalea Kanno
 - b. Job Placement Case Management Specialist: Layla Shaba; did not receive a second volunteer



- c. District Services Professional Development Specialist: Katie Cabral and Lisa Brlas (GC)
 - d. Library Technician II: Will identify 2 reps after 7/28 deadline; Jennie Labarre volunteered
 - e. Library Technician III: Will identify 2 reps after 7/28 deadline; Amber Toland Perry volunteered
 - f. Tutoring Center Specialist: Will identify 2 reps after 7/28 deadline; Veronica Nieves and Taylor Fiehler volunteered
 - g. Vice Chancellor of Human Resources: Michele Martens (GC); will identify 1 additional rep after 7/28 deadline
 - h. MSE Administrative Assistant III: Will identify 2 reps in upcoming weeks; committee chair would prefer a lab tech in MSE
 - i. Interim A&R Director: Bri reached out for Classified Senate President rep.; Raul identified Stephanie as his designee
9. **Cuyamaca College 2023-24 vacant positions** ([link](#)) (Raul) - *Raul reviewed this updated list from the VP of Administrative Services; Rafael asked if it would be possible to get release time or reassigned time to serve on these committees; at CLI 2023, Raul learned that other Classified Senates get release time for this type of work; this might take a discussion with the Chancellor and/or CSEA leadership to negotiate in the future*
10. **Agenda items for the Classified Senate President's meetings with District and Campus Leaders in August** (Raul) - *Raul has not met with the Chancellor, President, or interim VPSS yet, but he did attend the Governing Board Meeting and the District Executive Council in July; Raul shared updates about enrollment increases and the marketing/community relations presentations at the Governing Board;*
- a. Chancellor Neault and Grossmont College Classified Senate President (August 31) ([link](#) to past agendas) - *Continue discussions about Classified Professionals Week and events to help show our appreciation of classified staff; security camera update;*
 - b. President Robinson - *Classified Senate procurement card; continue discussions about Classified Senate President release time/reassigned time; Michael suggested asking for an update about food trucks, food services for students and staff in the afternoon, and more affordable food options than food trucks; we should have a new food vendor identified in August after the recent bid process concluded; Michael noted his appreciation for the food trucks but reiterated the lack of food options in the afternoon and no hot food items from Sodexo; food truck at World Refugee Day accepted EBT—we currently do not have a place on campus that accepts EBT; Camille Z from the District coordinated this; the food vendor bid process and contract language will be district-wide; there is also a bid process for the bookstore services and concerns that departments cannot provide book vouchers if they do not know which bookstore vendor we will have;*
 - c. Interim VPSS Hays - *there were no requests for agenda items for these meetings; Raul encouraged Classified Senate members to email him any suggested agenda items*
11. **Cuyamaca College Classified Senate's written reports to the Governing Board** (Katie) - *Tabled because we ran out of time*
- a. July 2023 report ([link](#))
 - b. August 2023 report ([link](#))

Professional Development

1. **Classified Professional Development Needs Assessment Results** ([link](#)) (Jesus @ 10:30am) - *Katie reviewed the responses to the Spring 2023 Professional Development Needs Assessment, which showed which topics classified staff indicated they would be interested in, and in which modalities they would prefer (e.g., hybrid); Jesus noted that the Institutional Effectiveness, Success, and Equity office (IESE) can provide professional development based*



on what classified professionals want and faculty do not need to drive these decisions about what professional development opportunities we should provide classified; the results from this professional development needs assessment should inform what the IESE office provides; we currently do not have a culture of compensating classified staff to participate; Jesus wants input from Classified Senate to ensure we are receiving PD opportunities through the funding that is earmarked for classified PD (\$20k per year); Jesus wants to know what help we need to be better at our jobs (e.g., customer service, learning about historically marginalized communities that we serve), how IESE can provide the help we need, etc.; Stephanie asked if the PD funding could be used to purchase books for a PD library, and Jesus said we could do this institutionally (without needing to use any of this dedicated \$20k); Stephanie suggested an off-campus PD activity for classified employees like going to Chicano Park, visiting the new museum, etc. to learn about equity—we can be imaginative about this but need to tie to PD; Stephanie noted we really want to focus on community building with classified professionals and marry this work with PD for classified; it has been challenging for Classified Senate to raise enough funds to provide meaningful activities; Rafael noted that community building itself could be considered PD; Raul noted it could be helpful to learn about what others on campus do; Jesus will continue to work collaboratively with Classified Senate to plan to use this funding, and ensure faculty and administrators do not lead these discussions because we want to protect the classified space; this will be an ongoing discussion with Classified Senate outside of the Teaching and Learning Committee, which is mostly focused on faculty PD; Carla shared her experience at a previous college that had more inclusive, collaborative work among classified and faculty, and that PD opportunities were welcoming to all; Carla also shared her experience with cross-training among departments during PD week workshops for faculty and classified where they worked with others in different departments; Rafael suggested adding an agenda item to Classified Senate agendas where we can suggest PD opportunities; he also suggested sending classified to Hispanic Association of Colleges and Universities (HACU) annual conference in the future to support our work as a Hispanic-Serving Institute (HSI), and Jesus noted that we would send teams of folks to conferences in the past through institutional PD funding; classified employees can apply for the institutional PD funding through the college-wide process on our PD website; Michael asked for a workshop about how to request PD funding so all classified are aware of the process; Stephanie suggested Classified Senate send their own survey out that is more general to gather input about what PD classified staff want; Classified Senate will continue to discuss ideas for PD during our August retreat; Carla shared her experience with senates sharing information about PD funding requests in a personal, 1:1 way;

2. **Classified Orientation** ([link](#)) (All) - *Tabled until we receive an update from the Teaching & Learning Team*
3. **Classified Leadership Institute (CLI) 2023 Debrief** (Raul, Veronica, & Taylor) - *Tabled because we ran out of time*
 - a. CLI 2023 GCCCD participants will present at the August 8th Governing Board meeting
4. **CCCCO LIFT Webinars** (Raul) - *Tabled because we ran out of time*
 - a. February 10th: Where can I go from here? (recording [link](#))
 - b. March 24th: What is my pathway to the professoriate? (recording [link](#))
 - c. April 21st: What can I do to stand up to injustice and inequity? (recording [link](#))
 - d. June 16th: How can I develop professionally? (recording [link](#))
5. **2023 Annual COLEGAS Conference** (Raul) - *Tabled because we ran out of time*
 - a. November 1-3 in Long Beach
 - b. Theme: “Raíces de Excelencia: La Cultura Cura”
6. **District Town Hall/Forum** (Raul) - *Tabled because we ran out of time*
 - a. The Chancellor, VCs, and other leadership members will hold a district-wide forum to discuss the final budget, provide legislative updates, etc. in September 2023
7. **Classified Senate’s calendar of events** ([link](#)) (Raul) - *Tabled because we ran out of time*



- a. Submitting events to add to calendar ([link](#))
8. **CCCCO System Webinars** ([link](#)) (Raul) - *Tabled because we ran out of time*
 - a. Typically held the first Wednesday of the month from 9:00-10:00am

Classified Employee Recognition

1. **President's Outstanding Leadership & Service Award 2023** (Raul) - *Raul reminded Classified Senate that the nominations close this Friday, July 28*
 - a. Classified Senate reviewed proposed criteria via email; we will partner with President Robinson to solicit nominations over the summer and announce the winner during Fall 2023 Convocation
 - b. This year, President Robinson would like to rate nominations alongside members of Classified Senate
2. **Classified Senate annual fundraiser** ([link](#)) (Raul) - *Tabled because we ran out of time*
 - a. Ideas for using ~\$500 raised (starting a lending library; purchasing snacks for a social gathering; purchasing t-shirts; etc.)
 - b. Thank you cards for 14 donors
3. **Upcoming events** (Raul) - *Raul reminded Classified Senate about the breakfast later this week; Katie noted the CSEA-related events this week and in early August*
 - a. Cuyamaca Classified Appreciation Breakfast: July 27, 8:00-9:30am in I-207/208 (the evening crew will have pizza) ([RSVP link](#))
 - b. CSEA-related activities in July and August:
 - i. CSEA annual conference July 23-28 ([link](#) to livestream)
 - ii. San Diego Field Office Know Your Rights Training (dinner provided), August 9, 5:00-7:00pm at the La Mesa-Spring Valley School District Boardroom ([link](#) to register)
 - iii. CSEA Chapter 707 regular meeting: 12:00-1:00pm, August 9 (Zoom meeting ID: 861 3896 9908, passcode: 572213)
 - c. GCCCD HIRE Training: 9:00-11:00am, August 1 (register in [the VRC](#))
 - d. Flex Week: August 14-18
4. **New Classified Employees** (Raul) - *Raul reviewed the new hires list when he reviewed the vacant position list*
 - a. Cuyamaca College 2022-23 and 2023-24 hired positions ([link](#))

Parking Lot/Tabled Items:

1. **Caring Campus:** (Debi) - *Tabled*
 - a. Vision for Success ([link](#))
 - b. Behavioral Commitments ([link](#))
 - c. Student Engagement Campaign draft presentation ([link](#))

Next Meeting

1. **Retreat:** Week of August 14-18; date and time TBD - *Hybrid retreat most likely 9:00am-1:00pm on August 17th (the day after Convocation); we will find a "new" space (e.g., Water Conservation Garden); we will discuss short-term goals, long-term goals and get to know each other better;*
2. **Regular meeting:** Tuesday, August 22nd, 9:00-11:00am

Adjournment: Meeting adjourned at 11:29am