Cuyamaca College Classified Senate Meeting Agenda

Date: **January 23, 2024**
Time: **9:00-11:00am**
Location: **E-106 and Zoom (https://gcccd-edu.zoom.us/j/87059984099)**

Name	Role	Attendance
Rana Al-Shaikh	President	☐
Stephanie Rodriguez	Vice President	☐
Taylor Fiehler	Treasurer	☐
Katie Cabral	Secretary	☐
Michael Allen	Senator	☐
Rafael Ayala	Senator	☐
Anmar Kakos	Senator	☐
Dalea Kanno	Senator	☐
Veronica Nieves	Senator	☐
Rocky Rose	Senator	☐
Layla Shaba	Senator	☐
Amber Toland Perry	Senator	☐
Carla Villanueva	Senator	☐

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: Carla Villanueva

Call to Order: *Meeting called to order at _____ [time]*
1. **Roll call**
2. **Additions/deletions/revisions to the agenda**
3. **Approval of December minutes** (link)

Participatory Governance
1. **Review of College Council (CCC) 2023-24 Goals and Action Steps** (Rana/Stephanie)
   a. Feedback regarding what the Roadshows and Training need to include (link to add suggestions)
   b. Deadline before next CCC meeting February 13th
2. **Accreditation Writing Team** (Rana/Stephanie)
3. **Classified Senate Logo** (Rana)
   a. Shared folder with examples and mock-ups (link); Rana can work with Michael Delgado to create an updated logo
   b. Using funds raised to purchase $15-20 t-shirts for Classified Senate members to increase visibility of Classified Senate (purchase previously approved via email)
4. **Classified Senate workgroups** (all workgroup members)
   a. 9+1 (Rana/Stephanie): Discussion/vote to endorse inclusion of statewide 9+1 in AP 2510.

b. Classified Community Care (Anmar, Dalea, & Katie): ES-024ABC on Tuesdays and Thursdays from 12:00-12:50 pm in Spring 2024; VEBA calendar of health and wellness opportunities at other times, virtually, or in Mission Valley or Kearny Mesa ([link](#))

c. Constitution and Bylaws update ([link](#)) (Rana, Stephanie, Michael, & Katie): This workgroup will meet in February

5. **Committee and council updates** (all classified representatives on local and district-wide governance groups)
   a. Cuyamaca College Council (Rana, Stephanie, & Michael)
      i. 2023-2024 CCC Goals: Request for input regarding participatory governance trainings/road shows and training for council/committee chairs (see agenda item above)
   b. Institutional Effectiveness Council (Rafael & Stephanie) - *no update*
      i. Accreditation Writing Team
      ii. IEPI PRT visit 02/29 from 9-1pm; Tentative
      iii. Spring 2024 workshop update 4/3 1-3:30 virtual and 4/5 9-12 on campus; Tentative
   c. Student Success and Equity Council (Katie & Stephanie) - *no update*
   d. Resource and Operations Council (Anmar)
   e. Program Review Steering Committee (Rafael & Taylor)- *no update*
   f. Faculty Hiring Priorities Committee (*Vacant*) - *Tabled*
   g. Classified Hiring Priorities Committee (Rana, Michael, & Dalea)
   h. Teaching and Learning Committee (Veronica, Amber, Katie, & Stephanie) - *no update*
      i. 3/8 Burnout Workshop with Dr. Kim Hires
   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 & Belle)
   n. Student Center Advisory Committee (*Vacant*)
   o. District-wide Public Safety & Emergency Preparedness Council (Rafael) - *no update; council is on hiatus and reports will be held during DEC until the PSEP council reconvenes*
   p. District Human Resources Advisory Council (Katie)
   q. Equity in Employment Taskforce (Katie)
   r. District Executive Council (Rana)
   s. District Strategic Planning and Budgeting Council (Rana) - *no update, has not met since last Senate meeting*
   t. District Student & Institutional Success (Megan Smith) - *Tabled*
   u. District Technology Planning and Policy Council (Amber)
   v. Academic Calendar Committee (Katie) - *no update, has not met for a few months*

6. **Committee and council vacancies and term renewals** ([link](#)) (Rana & Stephanie)
   a. 1 Classified rep. needed for [ROC](#), [FHPC](#), [OAC](#), and [FSPC](#)
   b. 1 Instructional rep. needed for [CHPC](#)
   c. 1 Student Services rep. needed for [SSEC](#) and [PRSC](#)
   d. 1 Administrative Service rep. needed for [CTC](#)

7. **Cuyamaca College 2023-24 vacant positions** ([link](#)) (Rana)

8. **Search and interview committee appointments** (Rana)
   a. District Services AVC of Educational Support Services: Rafael Ayala, Pam Fleming, Danya Sanchez (DS), and Jayden Logan (GC)

b. District Services Computer Helpdesk Specialist: Demarquet Davis (DS), Fatima Abdullah (CC), and Patricia Hiebert (GC)
   c. District Services Technical Project Manager: One rep from GC
   d. District Services Manager of Technology Services: Peng Cheng (DS)
   e. District Services Research and Planning Analyst: Katie Cabral volunteered; Will identify 2 reps by 1/26
   f. District Services Network Specialist II: Will identify 3 reps by 2/8
   g. District Services Contracts Specialist: Will identify 2 reps by 2/8

9. **Agenda items for the Classified Senate President's meetings with District and Campus Leaders** (Rana)
   a. Chancellor Neault and Grossmont College Classified Senate President - Request updates about Classified Professionals Day 2024 planning from the Chancellor;
   b. President Robinson - Continue discussion about $5,400 annual stipend or release time for each Classified Senate
   c. VPSS Marron - Discuss timeline for Student Services Above and Beyond Award
   d. VPI Machado-Tyler (meets as needed) - Discuss future fitness course offerings for staff; discuss classified involvement in the strategic enrollment management work

10. **Cuyamaca College Classified Senate's <u>written</u> reports to the Governing Board** (Katie)
    a. Previously submitted reports are posted on the Classified Senate Participatory Governance webpage (link)
    b. Please upload any pictures and submit event descriptions for our **February** Governing Board report into this shared Google Folder by Wednesday, January 24; this will contain events involving classified employees between 12/20/2023-1/24/2024, and be included in the 2/13 Board Docket

Classified Employee Recognition

1. **New Classified Employees** (Rana)
   a. Anmar Kakos, Administrative Assistant III for MSE Dean
   b. Dorota Szpyrka, Budget Analyst
   c. Leticia Covarrubias, Health Services Nurse
   d. Nathaniel Allen, District Services Internal Auditor
   e. Emily De Jesus, Assistant Cashier (Substitute)
   f. Tutoring Center Specialist (details TBD)
2. **Classified Senate Group Photo** (Stephanie)
   a. Next group photo date in Spring?
3. **Classified Senate fundraiser update** (link) (Taylor)
   a. Current balance is **$1,011** as of January 16, 2024
   b. Recent donations from Board President Debbie Justeson and Trustee Julie Schorr
   c. Thank you cards for donors
4. **Classified Thank-You-Grams/High-Five Messages or Kudo Awards (Rana and Stephanie)**
   a. <u>Discussion</u>: Distributing messages and candy to celebrate/recognize/thank classified professionals during Classified Professionals Week (May)
   b. Workgroup Volunteers/Ideas needed (Stephanie)
   c. <u>Action item</u>: Grant Approval to authorize purchase of materials (cards, certificates, candy, swag, small gifts, etc.) for fundraiser

Professional Development

1. **Professional Development for Classified** (Rana)

a. Classified Professionals Day/Week 2024: Chancellor's Cabinet will begin planning the event this month (January 2024)

2. **Mindfulness Meditation Debrief** (Stephanie)
   a. 60 minutes in-person with Scott Stambach on Thursday, January 18
3. **CCCCO 2018-19 Professional Development for Classified Community College Employees Funds** (Stephanie, Katie, Taylor, & Rafael)
   a. [CCCCO Guidance Memorandum](link)
   b. [Professional Development MOU Between the District and CSEA](link) - not fully executed in 2019; working on updating the MOU language
4. **Upcoming events** (Rana)
   a. GCCCD Governing Board meetings will be held at Cuyamaca College (I-208/209) through May 2024
   b. CCCCO System webinars (typically held the first Wednesday of the month from 9:00-10:00am; link)
   c. VEBA Gratitude Meditation virtual sessions in January (7:00am MWF; link)
   d. Spring 2024 Flex Week: January 22nd-26th
      i. Convocation, 9:00am-12:00pm January 24th
   e. 2024 CSEA Chapter 707 meetings (link)
   f. 2024 CSEA Conference July 28-August 1 in San Jose, CA (link); nominations of conference delegates will take place during the February 14 and March 13 CSEA Chapter 707 meetings; election of conference delegates will take place during the April 10 CSEA Chapter 707 meeting
5. **Classified Senate's calendar of events** (link) (Rana)
   a. Submit events to add to calendar (link)

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. **Caring Campus moment: What did you do to help students this week? Jamboard link** ([All](link)) - *tabled*
3. **Joint Cuyamaca and Grossmont College Classified Senate meeting** - *tabled*
4. **Classified Orientation** (link) - *tabled until we receive an update from the Teaching & Learning Team*
5. **Recognizing Classified Employees' Birthdays and Service Anniversaries** (Katie) - *tabled*
   a. Form for classified employees to opt into being recognized
6. **President's Outstanding Leadership & Service Award 2024** - *tabled*
   a. Recommended revisions to criteria, nomination form, and nomination message in May 2024 for President Robinson.
7. **Student Services Above & Beyond Award** - *tabled*
   a. Updated timeline: accept nominations from January through April 2024 (Spring Break); announce winner at Student Services Retreat in the beginning of Fall 2024

Next Meeting
1. **Regular meeting**: February 27, 2024

Adjournment: *Meeting adjourned at _____ [time]*