



## Cuyamaca College Classified Senate Meeting Agenda

Date: **March 26, 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      | <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:** Jessica Robinson, Michael Navarre, Belle Ayala (TBD), Rebecca Emadian (TBD), and Megan Smith (TBD)

**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 February minutes** ([link](#))
4. **Approval of March 13 minutes** (special meeting; [link](#))

### Participatory Governance

1. **Facilities Update** (Jessica)
2. **Ice Breaker: What are you looking forward to doing for the three-day weekend and/or on Cesar Chavez Day?**
3. **Committee and council updates** (all classified representatives on local and district-wide governance groups)
  - a. Cuyamaca College Council (CCC) - *Rana, Stephanie, & Michael*
    - i. Senate Roadshow/Training suggestions are tabled to 4/9 CCC agenda
    - ii. Ernesto Rivera's GCCCD brand/tagline presentation ([link](#))
    - iii. Cuyamaca College Open House April 13, 9:00am-1:00pm (link to [Open House sign-up](#))
  - b. Institutional Effectiveness Council (IEC) - *Rafael & Dana*
    - i. IEPI PRT Plan update from February 2024 ([link](#))



- ii. Accreditation Core Evaluation (ACE) teams - pending one faculty member; seeking classified volunteers to gather evidence to support the ACE teams in Spring 2024; anyone can volunteer by contacting Bri Hays and Kim Dudzik;
  - iii. Spring 2024 Strategic Planning Workshop 1-3:30 on Wednesday, 4/3 (virtual) and 9-12 on Friday, 4/5 (on campus), save the date coming soon;
  - iv. [Dual Enrollment Data 2021-22 and 2022-23](#)
- c. Student Success and Equity Council (SSEC) - *Katie & Megan*
  - i. Proposed changes to SSEC membership: Add the following as resources: DSPS team member, FYE/In-Reach Coordinator, Guided Pathways Project Coordinator; CCC and Senates will vote on this
  - ii. Second Friday will be held in HyFlex in E-106 with a Zoom option
  - iii. [CAGP Institute 6 presentation](#); [ACPs](#); [Comevo orientation](#)
  - iv. [Workforce Development Committee \(WDC\) report-out](#)
  - v. [State of Higher Education Survey results/article](#) and reminder of [Attendance Decisions Survey results](#)
- d. Resource and Operations Council (ROC) - *Anmar*
  - i. [2023-24 Resource requests](#)
- e. Program Review Steering Committee (PRSC) - *Rafael & Taylor*
  - i. Reading comprehensive PRs and meeting with authors
- f. Faculty Hiring Priorities Committee - *Vacant*
  - i. [Spring 2024 faculty positions request list](#); FHPC will rank the 23 new position requests that were submitted
- g. Classified Hiring Priorities Committee (CHPC) - *Rana & Michael*
  - i. 13 classified positions requested this year; 1 classified position did not meet the deadline
- h. Teaching and Learning Committee (T&LC) - *Veronica, Amber, & Katie*
  - i. Free 2024 LGBTQ+ Virtual Summit - April 24 & 25 ([registration link](#))
  - ii. ["Addressing Burnout" with Dr. Kim Hires recording link](#)
- i. Facilities and Sustainability Planning Committee (FSPC) - *Stephanie*
  - i. Finalized rankings on 3/22
  - ii. No meeting at the end of March due to Spring Break
- j. Outcomes and Assessment Committee (OAC) - *Rebecca*
  - i. Marvelyn is working with departments to update PLO assessments; Rachel and Tania are on leave
  - ii. Nuventive is putting Program Review templates into the system
  - iii. They reviewed new ACCJC standards related to Student Learning Outcomes (SLOs)
- k. Online Teaching and Learning Committee (OTLC) - *Amber*
  - i. Bri Brown is on leave
- l. College Technology Committee (CTC) - *Michael & Amber*
- m. Open Educational Resources Committee (OER) - *Vacant*
  - i. The current Faculty OER Coordinator term ends Summer 2024; the next term begins Fall 2024; Academic Senate will send the call-out to solicit applications for the Faculty OER Coordinator
  - ii. We need a classified representative to serve on this committee
- n. Student Services Leadership Advisory Team (SSLAT) - *Belle*
- o. District Human Resources Advisory Council (HRAC) - *Katie*



- i. Interim Vice Chancellor of Human Resources, Linda Beam, convened a group to update the charge and composition of HRAC, the EEO Advisory Committee (EEOAC), and the Equity in Employment Taskforce; this work is currently in progress; the EEOAC is not yet in place
    - ii. CCCCCO feedback regarding GCCCD EEO Plan ([link](#))
  - p. District-wide Public Safety & Emergency Preparedness Council (PSEP) - *Rafael (hiatus)*
    - i. PSEP proposed to disband this council during the IEPI session with Debbie DiThomas, and report-outs will be at the District Executive Council
  - q. Equity in Employment Taskforce - *Katie*
    - i. Interim Vice Chancellor of Human Resources, Linda Beam, is convening a group to update the charge and composition of this taskforce
  - r. District Executive Council (DEC)- *Rana*
    - i. IEPI PRT session with Debbie DiThomas on March 11; benefits and challenges of participatory governance; trust; the presentation will be shared with DEC members
  - s. District Strategic Planning and Budgeting Council (DSP&BC) - *Rana*
    - i. IEPI PRT session with Debbie DiThomas on March 11
  - t. District Student & Institutional Success Council (SISC) - *Vacant (Taylor to serve until classified rep identified)*
  - u. District Technology Planning and Policy Council (TPPC) - *Amber*
  - v. Academic Calendar Committee (Katie) - *no update; has not met*
4. **Joint Cuyamaca and Grossmont College Classified Senate Executive Boards meeting** (Rana)
  - a. Joint Cuyamaca Classified Senate and Grossmont Classified Senate meeting confirmed: 8/7 from 10:00-11:30am in-person at Cuyamaca College (with Zoom option for two Grossmont Classified Senate members who cannot attend in person)
5. **Debrief - District IEPI PRT - Participatory Groups' Sessions with Debbie DiThomas on March 11-13** ([link](#)) (Rana)
6. **Committee and council vacancies and term renewals** ([link](#)) (Rana & Stephanie)
  - a. 1 Classified rep. needed for [ROC](#), [FHPC](#), [FSPC](#), [OER Committee](#), and district-wide [SISC](#)
  - b. 1 Instructional rep. needed for [CHPC](#)
  - c. 1 Student Services rep. needed for [PRSC](#)
  - d. 1 Administrative Service rep. needed for [CTC](#)
7. **Classified Senate Constitution & Bylaws - Senator Duties** (Rana & Stephanie)
  - a. Serve on at least one participatory governance committee/council or Classified Senate workgroup when there are vacancies; communicate with SEB if unable to serve;
  - b. Assist the Vice President with recruitment of classified staff for participation on Classified Senate and on committees/councils;
  - c. **Action: Review draft participatory governance committee/council recruitment flier**
8. **Debrief - California Guided Pathways Institute** (Rana)
  - a. Creating Sustainability and Charting the Path Forward on March 20-22
9. **Accreditation Core Evaluation (ACE) Team** (Rana & Stephanie)
  - a. Standard 1 Institutional Mission and Effectiveness: Stephanie Rodriguez-Gutierrez
  - b. Standard 2 Student Success: Rafael Ayala
  - c. Standard 3 Infrastructure and Resources: Allie Neri
  - d. Standard 4 Governance and Decision-Making: Rana Al-Shaikh
10. **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. **Action/Discussion:** Review draft logos Rana created ([link](#))

- c. Using funds raised to purchase \$15-20 t-shirts for Classified Senate members to increase visibility of Classified Senate (purchase previously approved via email)

11. **Classified Senate workgroups** (all workgroup members)

- a. 9+1 (Rana, Stephanie, & Katie): Both Classified Senates approved adding the statewide 9+1 to BP/AP 2510
- b. Classified Community Care (Anmar, Dalea, & Katie): - *no updates*
- c. Constitution and Bylaws update (Rana, Stephanie, Michael, & Katie): Classified Senate members approved the [redlined and cleaned versions of Constitution](#) via email; redlined and cleaned versions of proposed Bylaws forthcoming

12. **Search and interview committee appointments** (Rana)

- a. District Account Technician: Jennine Smith (DS); we did not receive a second volunteer
- b. District Service Network Specialist II: Robert Mountain (DS); we did not receive a second volunteer
- c. FYE Coordinator (In-reach): Amber Toland Perry; we did not receive a second volunteer
- d. Director of Financial Aid and Scholarships: Michael Allen and Martha Galvan
- e. Interim Student Success and Equity Dean: Stephanie Rodriguez-Gutierrez
- f. Instructional Computer Facilities Supervisor: Matt Wyatt and Jennie Labarre

13. **Agenda items for the Classified Senate President's meetings with District and Campus Leaders** (Rana)

- a. Chancellor Neault and Grossmont College Classified Senate President (date TBD) - Request updates about Classified Professionals Week 2024 planning from the Chancellor; request update about Chancellor and Classified Senate Award nomination theme, criteria, and timeline
- b. President Robinson - Continue discussion about \$5,400 annual stipend/update from Linda Beam 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; propose departmental recognition - Instructional Above & Beyond Award

14. **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 upload any pictures and submit event descriptions for our **April** Governing Board report into [this shared Google Folder](#) by Monday, March 25; this will contain events involving classified employees between 2/22/2024-3/25/2024, and be included in the 4/16 Board Docket

15. **Cuyamaca College vacant positions list** (Rana)

- a. [Vacant positions as of 2/22/2024](#)

## Classified Employee Recognition

1. **2024 Chancellor and Classified Senate Award nominations** (Rana)

- a. Nomination deadline is Friday, April 5th ([link](#))

2. **2024 Classified School Employees of the Year nominations** (Rana)

- a. Chemene Chodur was nominated this year; see the announcement Classified Senate sent via email with details of her well-deserved nomination

3. **New Classified Employees** (Rana)

- a. [Hired positions as of 2/22/2024](#)

4. **Classified Senate fundraiser update** ([link](#)) (Taylor)



- a. Current balance is **\$1,061** as of March 11, 2024
- b. Thank you cards for donors
- 5. **Classified Thank-You-Grams/High-Five Messages or Kudo Awards (Rana and Stephanie)**
  - a. Discussion: Distributing messages and candy to celebrate/recognize/thank classified professionals during Classified Professionals Week (May)
  - b. Workgroup volunteers/ideas needed (Stephanie)
  - c. Vote: Approval to authorize purchase of materials (cards, certificates, candy, swag, small gifts, etc.) for fundraiser - Pending

### Professional Development

- 1. **Debrief - March 8th Addressing Burnout with Dr. Kim Hires (Rana)**
  - a. [Recording](#)
- 2. **Professional Development for Classified (Rana)**
  - a. Classified Professionals Day/Week 2024 - Rana and Michele Martens will meet with Linda Beam on March 28th to plan
- 3. **Upcoming events (Rana)**
  - a. De-Escalation Training on Wednesday, April 10 from 1:00-3:00pm ([register here](#); email Nicole Conklin to be added to the waitlist)
  - b. Active Shooter Training on Thursday, April 18 from 9:00-11:00am (limited seating, so [sign-up is required](#); email Nicole Conklin to be added to the waitlist)
  - c. Classified LIFT Webinars from 12-1pm on select Fridays: [4/19](#) and [5/17](#) (see [Classified Senate's calendar of events](#) for details)
  - d. THRIVE Community Event Game Night on Thursday, April 25, from 4:00-6:00pm
  - e. GCCCD Governing Board meetings will be held at Cuyamaca College (I-208/209) through May 2024
  - f. CCCC System webinars (typically held the first Wednesday of the month from 9:00-10:00am; [link](#))
  - g. 2024 CSEA Chapter 707 meetings ([link](#))
  - h. Cuyamaca Transfer Achievement Celebration on Wednesday, May 8, from 5:30-7pm
  - i. Cuyamaca Commencement on Wednesday, May 29 at 5:30pm
  - j. 2024 Classified Leadership Institute: "Peace Love & Leadership: Moving forward with heart and collaboration," June 5-7 in Riverside Convention Center ([link](#))
    - i. President Robinson has earmarked funding to send up to three classified professionals to this event; Classified Senate sent a call-out to identify classified professionals that are interested in this event with an extended deadline (April 26)
  - k. 2024 CSEA Conference July 28-August 1 in San Jose, CA ([link](#)); nominations of conference delegates took place during the February 15 and March 13 CSEA Chapter 707 meetings; election of conference delegates will take place during the April 10 CSEA Chapter 707 meeting

### Parking Lot/Tabled Items:

- 1. **Caring Campus - tabled**
  - a. Vision for Success ([link](#))
  - b. Behavioral Commitments ([link](#))
  - c. Student Engagement Campaign draft presentation ([link](#))
  - d. How have you supported student success this semester? ([link](#))
- 2. **Committee and council updates**
  - a. Student Center Advisory Committee (SCAC) - *Vacant - committee has not met since 2023*



3. **Classified Orientation** ([link](#)) - *tabled until we receive an update from the Teaching & Learning Team*
4. **Recognizing Classified Employees' Birthdays and Service Anniversaries** (Katie) - *tabled*
  - a. Form for classified employees to opt into being recognized
5. **President's Outstanding Leadership & Service Award 2024** - *tabled*
  - a. Recommended revisions to criteria, nomination form, and nomination message in May 2024 for President Robinson.
6. **Student Services Above & Beyond Award** - *tabled*
  - a. Proposed updated timeline: accept nominations from January through April 2024 (Spring Break); announce winner at Student Services Retreat in the beginning of Fall 2024
7. **CCCCO 2018-19 Professional Development for Classified Community College Employees Funds** (Stephanie, Katie, Taylor, & Rafael) - *Tabled; discussion on hiatus until CSEA Chapter 707 completes current negotiations with the District*
  - a. [CCCCO Guidance Memorandum](#)
  - b. [Professional Development MOU Between the District and CSEA](#) - not fully executed in 2019; working on updating the MOU language
8. **Classified Senate Group Photo** - *tabled*
9. **Classified Senate's calendar of events** ([link](#)) - *tabled*
  - a. Submit events to add to calendar ([link](#))

#### Next Meeting

1. **Regular meeting:** April 23, 2024, at 9:00am, HyFlex in E-106

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