

Cuyamaca College Classified Senate Meeting Agenda

Date: **August 27, 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 Gutierrez	Vice President	☐
Taylor Fiehler	Treasurer	☐
Katie Cabral	Executive Board Assistant	☐
Michael Allen	Senator	☐
Rafael Ayala	Senator	☐
Martha Galvan	Senator	☐
Anmar Kakos	Senator	☐
Dalea Kanno	Senator	☐
Veronica Nieves	Senator	☐
Rocky Rose	Senator	☐
Layla Shaba	Senator	☐
Amber Toland Perry	Senator	☐

Quorum: 9/13

Decisions: 2/3 of officers present

A quorum for purposes of voting during regular Classified Senate meetings shall consist of 66% of those regularly attending Classified Senate members. Decisions will require a two thirds (2/3) majority vote for those Classified Senate members present. ([Article 5.1.4](#))

Guests: Daryl Johnson (9am via Zoom)

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 July minutes ([link](#))**
4. **Approval of August 7th Joint Classified Senates Meeting minutes ([link](#))**
5. **Call for Recommended Action**
 - a. **Participatory Governance, item 6: Foundation 2024-2025 Innovation & College Support Mini Grants**
Application proposal to fund Student Clubs and Organizations student-centered event, supplies, facilitator, or memberships cost. The E-Board is invited to the next ASGCC Board meeting
 - b. **Participatory Governance, item 9: Joint Cuyamaca and Grossmont College Classified Senate Executive**
Boards meeting: purchase of coffee and next steps

Participatory Governance

1. **Emergency Preparedness updates (Daryl)**
 - a. Website ([link](#))
 - b. Building marshal recruitment
 - c. Emergency communication and evacuation procedures
2. **Appointing an Acting Classified Senate Vice President while Stephanie is on leave (Rana)**

3. **Replacing Classified Senators who are not in good standing** (Rana)
 - a. Reminder: Constitution & Bylaws enacted 7/1/2024 ([link](#))
4. **Rescheduling Classified Senate Regular Meeting in December** (Rana)
 - a. **Action:** The fourth Tuesday, December 24th, is during Winter Break; move to the third Tuesday, December 17th?
5. **Classified Senate Logo** (Rana)
 - a. Update from Michael Navarre and Michael Delgado ([link](#))
 - 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)
6. **Foundation 2024-2025 Innovation & College Support Mini Grants Application** (Rana & Stephanie) ([link](#))
 - a. Applications for up to \$1,500 to fund a student-centered project are due 4pm on September 27, 2024
 - b. **Action:** Ideas for potential student-centered project (Classified Senate will reach out to ASG to help inform potential student-centered project)
7. **Reminder: Participatory Governance notes form** ([link](#)) (Katie)
8. **Committee and Council Information Updates:** (all classified representatives on local and district-wide governance groups)
 - a. Cuyamaca College Council (CCC) - *Rana, Stephanie, & Michael*
 - i. Spring 2024 Cuyamaca College Governance Group Member Survey results ([link](#))
 - b. Institutional Effectiveness Council (IEC) - *Rafael & Dana*
 - c. Student Success and Equity Council (SSEC) - *Katie & Martha - no meeting held in August*
 - i. We need a classified representative from Instruction to serve on SSEC; Megan Smith is no longer with GCCCD
 - d. Resource and Operations Council (ROC) - *Anmar*
 - e. Program Review Steering Committee (PRSC) - *Rafael, Taylor, & Belle*
 - i. PRs and Annual Updates will be due to Deans November 15, 2024; authors will submit via Nuventive Improve ([link](#))
 - f. Faculty Hiring Priorities Committee (FHPC) - *Vacant*
 - i. We need a classified representative to serve on this committee
 - g. Classified Hiring Priorities Committee (CHPC) - *Rana, Anmar, Julie, & Dalea*
 - h. Teaching and Learning Committee (T&LC) - *Veronica, Amber, & Katie - no meeting held in August?*
 - i. Facilities and Sustainability Planning Committee (FSPC) - *Michael & Julie Stephanie*
 - j. Outcomes and Assessment Committee (OAC) - *Rebecca - no meeting held in July*
 - k. Online Teaching and Learning Committee (OTLC) - *Amber - no meeting held in July*
 - l. College Technology Committee (CTC) - *Michael, Stephanie, & Amber*
 - i. Rafael Ayala to proxy for Stephanie while she is on leave
 - m. Open Educational Resources Committee (OER) - *Martha*
 - n. Student Services Leadership Advisory Team (SSLAT) - *Belle*
 - i. Update/debrief after Student Services Retreat on August 1, 2024
 - o. District Executive Council (DEC) - *Katie (proxy for Rana on August 12, 2024)*
 - i. IEPI Innovation & Effectiveness Plan update
 - ii. IEPI District-wide Governance Summit 11:30am-4:00pm on August, 30 2024, at Cuyamaca College (I-207/208/209); Classified representatives on District Governance Groups: **Rana, Rafael, Katie, and Amber** ([link](#))
 - iii. EEO Plan Update: Title IX
 - iv. Highlights of Final 2024-2025 Budget from Sahar Abushaban ([link](#))
 - v. Information Security Program ([link](#))

- vi. Chancellor's Forum at Cuyamaca College is tentatively scheduled for September 26th, 10:30-11:30am
- p. Districtwide Budgeting Council (DBC; formerly DSP&BC) - *Rana*
- q. District Student & Institutional Success Council (SISC) - *Amber*
- r. District Human Resources Advisory Council (HRAC) - *Katie*
 - i. Changes in job descriptions: Title 5 §53602 - Advancing DEIA ([link](#))
- s. Equity in Employment Taskforce - *Katie* - *no meeting held in August*
- t. District Technology Planning and Policy Council (TPPC) - *Amber*
- u. Academic Calendar Committee (Katie) - *no meeting held in August*
- 9. **Joint Cuyamaca and Grossmont College Classified Senate Executive Boards meeting debrief** (Rana)
 - a. **Action:** The purchase of coffee in the amount of \$66.00
 - b. **Discussion:** Debrief/reflections after Joint Cuyamaca Classified Senate and Grossmont Classified Senate meeting on August 7; next steps?
 - c. \$78k PD funds update?
- 10. **Committee and council vacancies and term renewals** ([link](#)) (Rana)
 - a. 1 Classified rep. needed for [ROC](#) and [FHPC](#) for the Fall 2024-Spring 2026 term
 - b. 1 Instructional rep. needed for [SSEC](#) for Fall 2024-Spring 2026 term
 - c. **Action:** Review draft participatory governance committee/council recruitment flier ([link](#)) - *tabled*
- 11. **Classified Senate workgroups** (all workgroup members)
 - a. 9+1 (Rana): Both Classified Senates approved adding the statewide 9+1 to BP/AP 2510; [redlined version of AP 2510](#); [presentation to Academic Senates and ASGs](#); awaiting clarification of "operational" and "governance" matters from Chancellor/Barbara/Kerry
 - b. Classified Community Care (Anmar, Dalea, Katie, Stephanie, & Taylor): "You're Pawsome" Classified Recognition; purchased 108 pins on June 17; [link to form](#)
 - c. Constitution and Bylaws update (Stephanie, Michael, Katie, & Rana): *No update*
- 12. **Current GCCCD Personnel Commission Recruitments** (Rana) ([link](#))
- 13. **Search and Interview Committee Appointments** (Rana) - *No new appointments in August*
- 14. **Agenda items for the Classified Senate President's meetings with District and Campus Leaders** (Rana)
 - a. Request for agenda items for meeting with Chancellor Neault and Grossmont College Classified Senate President (date TBD)
 - i. Revisit meeting modality and tim discussion (after DEC and DBC)
 - ii. Classified Professional Day: Thursday, June 27, 2024, Grossmont College
 - 1. Debrief feedback/Survey?- *tabled*
 - iii. Classified 9+1 - *tabled*
 - 1. Hold on 9+1 being added to AP 2510
 - 2. Understanding the blurred areas/outcome
 - 3. Update of district wide governance (operations and governance); clarify who is involved in discussions to define operational and governance matters
 - iv. CLI 2024 Update - *tabled*
 - 1. District attendees: ?
 - 2. Grossmont attendees: 13
 - 3. Cuyamaca attendees: 8
 - v. GC asked the Chancellor for fundraising advice
 - b. Request for agenda items for meeting with President Robinson (date TBD)
 - i. Continue discussion about release time/update from Linda Beam for each Classified Senate in June/July 2024; - *tabled*

- ii. President's Outstanding Leadership & Service Award 2024 - *in progress* - see *Classified Employee Recognition, item #4* -
 - c. Request for agenda items for meeting with VPSS Marron (date TBD) - see *Classified Employee Recognition, item #3*
 - i. Met with VPSS in regards to Student Services Above and Beyond Award
 - ii. Discussion will not include VPSS, VPI & VPA to be equitable
 - 1. Award one department per division/change the name to be more inclusive and include all campus departments to participate. This award would need all constituent groups rep. involved in the discussion.
 - d. Request for agenda items for meeting with VPI Machado-Tyler (meets as needed) - *tabled*
 - i. Discuss future fitness course offerings for staff, contact Debi to schedule a discussion for future fitness courses;
 - ii. Discuss classified involvement in the strategic enrollment management work;
 - iii. Propose departmental recognition - Instructional Above & Beyond Award - *tabled*
15. **Cuyamaca College Classified Senate's written reports to the Governing Board** (Katie)
- a. Please upload any pictures and submit event descriptions for our **October** Governing Board report into [this shared Google Folder](#) by Wednesday, September 25th this will contain events involving classified employees between 8/22/2024-9/25/2024, and be included in the October Board Docket

Classified Employee Recognition

- 1. **2024 President's Outstanding Leadership & Service Award for Classified Professionals** (Rana)
 - a. Winner Stephanie Gutierrez was announced at Fall 2024 Convocation on August 14th; congratulations, Stephanie!
- 2. **Classified "You're Pawsome" Messages** (Community Care Workgroup Members)
 - a. Community Care Workgroup members (Stephanie, Taylor, Katie, and Dalea) drafted message, submission form ([link](#)), and purchased small gifts to celebrate/recognize/thank classified professionals over the summer and help Classified Senate continue our fundraiser
 - b. Classified Senate provided approval to authorize purchase of up to \$300 in materials (cards, small gifts) via email on 5/28/24
 - c. Raised \$185 as of 8/15/2024 ([link](#))
- 3. **Above & Beyond Departmental Award** (Rana)
 - a. After our discussions with Jessica, Victoria, and Bri during our May Classified Senate meeting, Classified Senate Executive Board drafted formal proposal and shared this with Jessica ([link](#))
 - b. Jessica would like one campus-wide award instead of separate awards for each unit (Instruction, Student Services, and Administrative Support)
 - c. Addressing no 2023 department awarded and 2024 is still pending
- 4. **Community College League of California Distinguished Alumni Nomination Award** (Stephanie)
 - a. Distinguished Alumni Nomination Award recognizes and honors alumni individuals whose attendance at a CCC assisted them in achieving their educational goals and professional aspirations. ([link](#))

Professional Development

- 1. **Staff-friendly Exercise Science courses, TuTh 12-12:50pm** (Rana)
 - a. ES-024ABC: Fitness Boot Camp
 - b. ES-008ABC: Indoor Cycling
- 2. **Professional Development for Classified** (Rana)
 - a. Previous PD topics identified by Classified Professionals and Classified Senate

- i. Mindfulness series
 - ii. Physical health/fitness/wellness
 - iii. Emotional intelligence
 - iv. Improving campus culture and climate; building trust with community and/or colleagues
 - v. Identifying biases, microaggressions, and stereotype threat
 - vi. Effective, supportive, and equity-minded leadership
 - vii. Community of Practice (peer-to-peer informal discussions on improving practice)
 - viii. Resource: [2023 Professional Development Needs Assessment - Classified Results](#)
 - b. Potential Workshops:
 - i. Guided Pathways with Dr. Brenda Edgerton-Webster (tbd)
 - ii. Classified Senate Personality Assessment Workshop with Rafael Ayala
 - iii. Resume, Cover Letter, Tips, Workshop, and Headshots with Career Center (Fall 2024?)
 - iv. Yoga Wellness Session (VEBA)
 - v. Caring Campus training (pending Joint Classified Senate meeting action steps)
 - vi. Responding to Hate Crimes on Campus
3. **2025 Classified Professionals Day Planning** (Rana)
4. **Upcoming events** (Rana)
- a. California Surgeon General, Safe Spaces: Foundations of Trauma-Informed for Educational and Care Settings for youth (0-18 years old), free online, 2-hour training (in English & Spanish) ([link](#))
 - b. GCCCD HIRE Training via Zoom on August 28th from 10:00am-12:00pm ([VRC registration link](#))
 - c. COLEGAS Webinar ("Rompiendo Barreras: Advancing Men of Color in California Community Colleges") on August 29th from 2:00-4:00pm ([registration link](#))
 - d. GCCCD Personnel Commission Meeting on September 4th at 5:00pm at Grossmont Griffin Gate
 - e. GCCCD Professional Boundaries & Mandated Reporter Training at Cuyamaca College (I-207/208) on September 6th from 9:30-11:30am ([VRC registration link](#))
 - f. GCCCD Practical EEO: Understanding and Application on Wednesday, September 11, 2024, from 10-11am ([VRC registration link](#))
 - g. National Level UP and Get REAL Webinar with Dr. Keith Curry, President of Compton College, on September 12, 2024, from 1-2pm ([registration link](#))
 - h. CSEA San Diego Field Office trainings:
 - i. Union Steward Training Level 1, Saturday, September 14, 2024, 9am-3pm, location: TBD (for good-standing members) ([link](#)). Virtual Training will be offered in Spring 2025.
 - ii. Union Steward Training Level 2, Saturday, October 26, 2024
 - iii. Union Steward Training Level 3, Saturday, November 16, 2024
 - iv. Bargaining 101, Thursday, September 19, 2024, 5-7pm, location: La Mesa-Spring Valley Education Services Center ([registration link](#)); dinner provided
 - i. Chancellor's Forum at Cuyamaca College on September 26th, 10:30-11:30am (tentative)
 - j. GCCCD Governing Board meetings will be held at Cuyamaca College (I-208/209) through September 2024
 - k. CCCCC System webinars (typically held the first Wednesday of the month from 9:00-10:00am; [link](#))
 - l. 2024 CSEA Chapter 707 meetings ([link](#))
 - i. CSEA Open Office Hours every third Thursday at Cuyamaca, room F-615 from 11:00am-1:00pm ([link to schedule 20-minute session](#))
 - m. 2024 Non-Profit Organization for Women of African Ancestry (NANDI) Conference in San Diego: October 3-4 ([link](#))
 - n. 2024 CCC Undocumented Student Action Week (USAW) October 14-18 ([link](#))

- o. 2024 COLEGAS Conference November 4-6 in Sacramento, CA ([conference proposals link](#))
- p. 2024 CCLC Executive Assistants Leadership Workshop November 19-20 in San Francisco ([link](#))
- q. 2024 Hispanic Association of Colleges & Universities (HACU) Conference November 1-3 in Aurora, CO ([link](#))
- r. 2025 National Conference on Race & Ethnicity (NCORE) May 27-31 in New York, NY ([link](#))

5. **Classified Senate's calendar of events** ([link](#))

- a. Submit events to add to calendar ([link](#))

Parking Lot/Tabled Items:

1. **Accreditation** (Rana) - *tabled; Kim Dudzik and Bri Hays to potentially join a future meeting*
2. **Classified Senate fundraiser update** ([link](#)) (Taylor) - *tabled*
 - a. Current balance is **\$1,061** as of March 11, 2024
3. **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](#))
4. **Committee and council updates**
 - a. Student Center Advisory Committee (SCAC) - *Vacant - committee has not met since 2023*
 - b. District-wide Public Safety & Emergency Preparedness Council (PSEP) - *Rafael (hiatus)*
5. **Classified Orientation** ([link](#)) - *tabled until we receive an update from the Teaching & Learning Team*
6. **Recognizing Classified Employees' Birthdays and Service Anniversaries** (Katie) - *tabled*
 - a. Form for classified employees to opt into being recognized
7. **CCCCO 2018-19 Professional Development for Classified Community College Employees Funds** (Stephanie, Katie, Taylor, & Rafael) - *Tabled; discussion with CSEA on hiatus*
 - 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; pending logo and t-shirts*

Next Meeting

1. **Regular meeting:** September 24, 2024, at 9:00am, HyFlex in E-106

Adjournment: *Meeting adjourned at ____ [time]*

Classified Senate 9+1

The role of classified staff members in making decisions at the District level is to participate in the development of recommendations to the Chancellor on issues that have or will have a significant effect on staff (California Code of Regulations and BP 2510 Participation in Local Decision-Making).

The following specific matters are identified as having a significant effect on staff and calling for staff contributions to decision-making:

1. Standards or policies regarding student support and success;
2. Districtwide governance structures, as related to classified roles;
3. Classified roles and involvement in accreditation process, including self-study and annual reports;
4. Policies for classified professional development activities;
5. Processes for program review, including area and unit reviews;
6. Processes for institutional planning and budget development;
7. Curriculum systems integrations and implementation;
8. Processes related to awarding degrees and certificates;
9. Institutional program development and implementation, as related to classified roles; and
- +1 Any other district policy, procedure, or related matters that will have a significant effect on Classified Professionals