



Cuyamaca College Classified Senate Meeting Minutes

Date: April 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	<input checked="" type="checkbox"/>
Stephanie Rodriguez	Vice President	<input checked="" type="checkbox"/>
Taylor Fiehler	Treasurer	<input checked="" type="checkbox"/>
Katie Cabral	Secretary	<input checked="" type="checkbox"/>
Michael Allen	Senator	<input checked="" type="checkbox"/>
Rafael Ayala	Senator	<input checked="" type="checkbox"/>
Martha Galvan	Senator	<input checked="" type="checkbox"/>
Anmar Kakos	Senator	<input checked="" type="checkbox"/>
Dalea Kanno	Senator	<input type="checkbox"/>
Veronica Nieves	Senator	<input checked="" type="checkbox"/>
Rocky Rose	Senator	<input type="checkbox"/>
Layla Shaba	Senator	<input type="checkbox"/>
Amber Toland Perry	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: Bri Hays, Moriah Gonzalez-Meeks, Jessica Hurtado-Soto, Belle Ayala, Dana Mints

Note-Taker: Katie Cabral

Call to Order: Meeting called to order at 9:05am

1. **Roll call and introductions - Welcome Martha Galvan as a new Senator!** *Classified Senate members and guests introduced themselves*
2. **Additions/deletions/revisions to the agenda**
3. **Approval of March minutes** ([link](#)) - M/S Anmar/Rafael; approved by consensus

Professional Development

1. **Professional Development for Classified** (Bri & Moriah) - *Moriah and Bri joined us to continue discussions about PD for Classified Professionals, and to see where we were in these discussions with the former Dean of Student Success & Equity ; Rana provided an overview of the Classified School Employees Week events that are focused on appreciation; CSEW will also include tours of the Heritage of the Americas Museum; a session to demystify Classified Senate, CSEA, and participatory governance; Stephanie gave an overview of previous discussions with Jesus Miranda, Dean of Student Success and Equity, including up to \$20k earmarked to fund Classified PD; Classified Senate had conversations about what Classified Professionals requested/expected from PD opportunities; Classified Senate leadership and administrative transitions caused some lapse in these discussions; Bri funded a mindfulness training in February 2024; Jesus funded Classified Senate's annual planning and goal-setting retreat in August 2023; Jesus asked if we want one-time workshops, ongoing series; Michael asked about the \$78,001 funding for classified PD district-wide—Katie and Stephanie clarified that CSEA leadership*



asked us to hold off on administering the classified PD needs assessment for this funding until negotiations ended; Katie will reach out to CSEA leadership to move forward with this again; Bri will need to identify the funding, but need to know what Classified Senate and others want, like mindfulness activities; THRIVE burnout and other events have been helpful; Moriah has joined Classified Senate in the past to ensure we have a say in the PD that is offered, so faculty and administrators are not the ones making decisions about the PD that is offered; Moriah also noted that the Teaching and Learning Coordinator job description expanded to explicitly include classified PD; there are funding sources for PD—Classified Senate could share this more broadly, including the form to request funding for conferences, improving your work, etc.; Moriah wants to know what we want so she and Bri can handle the logistics, funding; Classified Senate could draft a formal recommendation for Moriah and Bri; Bri clarified that \$30k is allocated for PD across the college each year, and each department sets aside funding for PD for their staff; this typically covers conference travel, virtual workshops, etc. and is routed through the Teaching & Learning Coordinators and administrative lead of the Teaching & Learning Committee; ideas could reflect wellness series (work/life balance), equity-minded practices for classified, etc.; Moriah mentioned the THRIVE events are focused on community building but also includes sessions focused on PD, like the Burnout session with Dr. Hires—these are open to all employees and students; last year, there was a THRIVE event during CSEW with games and cookies; Moriah asked if we want classified-specific THRIVE events in the future, and noted that in the past there were faculty-specific THRIVE events; Rafael said it would be beneficial to have a classified-specific THRIVE event; Rana will connect with Moriah and Bri to plan future events; Katie will send the classified PD needs assessment results again from 2023; Moriah asked if we proposed splitting the \$78,001 district-wide funds to request a third of the funding for Cuyamaca College; Katie clarified that we proposed this and received pushback; Moriah suggested including Jessica Moore on future discussions about this district-wide PD funding since she is now the PD Specialist; Rafael asked about the process to request PD funds; Moriah said the request form and process is the same, but they clarified that staff need permission from supervisor/manager to participate in the conference, workshop, or other activity; Moriah reiterated that getting manager/supervisor approval should be done before filling out forms;

2. **Classified School Employees Week (CSEW) - May 20-24** (Rana) - *This is the week before Commencement, but we decided to move forward with keeping this week as our Classified appreciation week*
 - a. **Save-the-date:** *Classified appreciation breakfast on Thursday, May 23 - Rana noted there will be a raffle during this event*
 - b. **Action:** *Vote on suggestions*
 - i. *“Donut” meet-and-greet with CSEA, Classified Senate - this would be an opportunity for Classified Professionals to get to know us, help familiarize folks with our acronyms, committees, councils, etc.; Rana shared some suggested titles of this event, like “Donut Know Your Classified Rights;” she will reach out to CSEA to see if they would be available to partner with us; President Robinson offered to let us use the third floor terrace on the third floor of the G Building, and offered to fund the donuts*
 - ii. *Game night - this would be similar to the 4/25 THRIVE Game Night*
 - iii. *Years of service recognition event*
 - iv. *Selfie scavenger hunt or field trip - this would be on campus; guide to take pictures on campus; provide prizes for the winning teams*
 - v. *Exploring the Museum on Tuesday or Wednesday; need to see if the Water Conservation Garden is open too; President Robinson offered to fund our attendance to the Museum; Rana will continue to have conversations with President Robinson about this; want to ensure flexibility so Classified Employees can explore the Museum and Garden at a time that works for them;*



President Robinson could bring to ALAT to encourage managers/supervisors to attend so Classified Professionals do not need to spend their break

- vi. *Rana asked for suggestions to bring to Moriah and Bri: Rafael suggested physical wellness with Heidi Wilson, specifically boxing; Veronica suggested Yoga; Martha agreed with Rafael's boxing/kickboxing suggestion; Veronica and Belle suggested self-defense; Martha suggested a session focused on the environment, in light of Earth Day; Stephanie reminded folks that it takes a while to bring on an external facilitator, so giving faculty a stipend might be more feasible in this short timeline; Rana asked for suggested faculty and Classified Senate members listed Heidi Wilson, Scott Stambach, Michelle Garcia, OH faculty; Rana will meet with Moriah to discuss plans for CSEW which is during finals week;*
- vii. *Rafael asked Rana to discuss release time for classified to participate in PD throughout the year; Rana will ask President Robinson about this*
- viii. *Rana reminded folks that Friday, May 24th is Photo Day and some classified are off or remote on Fridays, so this might not be ideal for events;*

- 3. **Classified Professionals Day - June 27** (Rana) - *This will be separate from CSEW; District HR is facilitating this, which will take place at Grossmont College; June 27th worked best; Rana will provide updates as they are available*

- 4. **Upcoming events** (Rana)

- a. Classified LIFT Webinar from 12-1pm on [Friday, May 17](#) (see [Classified Senate's calendar of events](#) for details)
- b. Black Student Success Week Events (April 22-26; see [Classified Senate's calendar of events](#) for details; [statewide information](#))
- c. 2024 LGBTQ+ Virtual Summit - April 24 & 25 ([registration link](#)) - *Please let Moriah know if you are participating in this summit and are willing to take notes during the sessions you attend*
- d. COLEGAS Webinar: "No Pare, Sigue Sigue: Institutionalizing DEIA Accountability" April 25, from 2:00-4:00pm ([registration link](#))
- e. THRIVE Community Event Game Night on Thursday, April 25, from 4:00-6:00pm
- f. "It Takes a Village to Make a Village" Kumeyaay Village clean-up event on Friday, April 26 from 9:00am-12:00pm
- g. GCCCD Governing Board meetings will be held at Cuyamaca College (I-208/209) through September 2024
- h. CCCC System webinars (typically held the first Wednesday of the month from 9:00-10:00am; [link](#))
- i. 2024 CSEA Chapter 707 meetings ([link](#))
- j. Cuyamaca Transfer Achievement Celebration on Wednesday, May 8, from 5:30-7pm
- k. Cuyamaca Commencement on Wednesday, May 29 at 5:30pm - volunteers needed; contact Lauren Vaknin in Student Affairs if you can help - *Rana reminded folks about the need to volunteer; the Commencement celebration has grown in the past; Martha asked if we had discussions at Cuyamaca about holding the event offsite like Grossmont;*
- l. 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) - *Rana noted there is still one spot and encourages folks to sign up as soon as possible to ensure they can sign up for the main hotel; registration closes May 24;*



- m. 2024 COLEGAS Conference November 4-6 in Sacramento, CA ([conference proposals link](#))

Participatory Governance

1. **April 19 Personnel Commission and HR Presentation Debrief** (Rana)
 - a. GC Classified Senate will provide presentation recording - *Katie reached out to Michele Martens for this link, but has not received it yet*
2. **CSEA Newsletter** ([link](#))
3. **Committee and council updates** (all classified representatives on local and district-wide governance groups)
 - a. Cuyamaca College Council (CCC) - *Rana, Stephanie, & Michael*
 - i. Classified Senate & CSEA Roadshow/Training suggestions were reviewed - *Stephanie noted these were the only groups that provided suggestions to CCC about participatory governance trainings, which might not be offered until 2024-2025*
 - ii. Flex Work Agreement / Eligible 5-8s Summer Schedule - *Stephanie brought this to CCC and noted that some managers/supervisors were not communicating about the flexible work opportunities during Spring Break and beyond, so this was shared again at CCC; if folks are eligible to work remotely, there are some weeks throughout the year that folks can work remotely two days per week (e.g., Spring Break, Thanksgiving Week); we are awaiting the form to fill out for our summer schedules; President Robinson mentioned the flexible work agreement at a recent ALAT meeting to increase awareness and understanding of these options; we are awaiting a calendar from HR regarding weeks with holidays when folks on 4/10s need to shift to 5/8s; the language on the form might change; Stephanie spoke with Colleen to confirm the most recent flexible work agreement but HR has not yet posted this on their website;*
 - b. Institutional Effectiveness Council (IEC) - *Rafael & Dana*
 - i. *Dana shared that IEC met yesterday and debriefed about the Spring Planning Workshops, and the feedback was compiled into successes, areas for improvement, action steps for the college, and action steps for individuals; the District has new data dashboards on their website to see the college profiles for Grossmont, Cuyamaca, and District-wide; these are still being updated so some dashboards are not yet available;*
 - ii. *Dana also shared that IEC received an IEPI Plan update; this work is focused on budget and strategic enrollment management*
 - iii. *IEC's Participatory Governance Workgroup will meet next week; Dana is part of this workgroup; they will look at other colleges' governance handbooks*
 - iv. *Our annual Accreditation report was submitted to ACCJC and is available on our website*
 - v. *IEC reviewed some Program Review forms*
 - 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 need to vote on this; *SSEC also proposed removing Title V/HSI Director since this role ended;*
 - ii. *4/12 SSEC was canceled*
 - d. Resource and Operations Council (ROC) - *Anmar*
 - i. FHPC, CHPC, and CTC presented to ROC on 4/17
 - e. Program Review Steering Committee (PRSC) - *Rafael & Taylor*
 - i. *PRSC updated some of the forms to simplify a bit; some questions removed*
 - ii. *PRSC is working to change the cycle for Administrative Units, and non-Instructional areas like Tutoring*



- f. Faculty Hiring Priorities Committee - Vacant
 - i. Ranked list finalized ([link](#)) - FHPC's list just comes to Classified Senate as an information item, but we do not formally need to endorse/approve; Rana reviewed the list; the Puente Counselor and Earth Sciences faculty position will be hired from this list;
- g. Classified Hiring Priorities Committee (CHPC) - Rana, Michael, & Anmar
 - i. Ranked list finalized ([link](#))
 - ii. Funding efforts
 - iii. 4/15 CHPC was canceled
 - iv. Rana and Victoria Marron are the co-chairs of CHPC; Rana shared the ranking process; during Program Review, authors submit requests for classified positions that do not yet exist; CHPC receives these requests from IESE; there were 13 total submitted classified positions requested in Fall 2023; CHPC ranks these requests in Spring 2024; they rate the requests based on specified criteria, and solicited deans' input when there were multiple positions requested in a given division; funding needs to be identified before hiring any of these positions through the Personnel Commission; Rana shared details about the criteria CHPC used;
 - v. Rana presented the finalized ranked list with rationale for these ratings; the Transfer Center Student Services Specialist ranked at the top again this year; this list is a recommendation to President Robinson; Anmar asked if unfunded positions need to be resubmitted each year, and Rana clarified that this is the case;
 - vi. Michael noted that the President was able to find funding for a Puente Counselor and Earth Science faculty member, but not for a new classified position since about 2017 or 2018; Michael noted that many of these requests have been submitted repeatedly over the past three terms he has served on CHPC
 - vii. CHPC does not oversee the funding for these positions
 - viii. Michael noted he has served three consecutive two-year terms
- h. Teaching and Learning Committee (T&LC) - Veronica, Amber, & Katie
- i. Facilities and Sustainability Planning Committee (FSPC) - Stephanie
- j. Outcomes and Assessment Committee (OAC) - Rebecca
- k. Online Teaching and Learning Committee (OTLC) - Amber
- l. College Technology Committee (CTC) - Michael, Amber, & Jessica
 - i. Ranked technology requests finalized ([link](#)) - Jessica presented the final ranked list so we can see where CTC members ranked these technology requests; Jessica presented [slides outlining the CTC ranking process](#); the submitted technology requests need to specify the total cost of ownership, not just the one-time initial purchase; the requests also focus on the impact the technology tool will have on students, and their plan to evaluate the technology; each request receives a total score based on the criteria in the rubric; the estimated costs in the finalized list can fluctuate; in some cases, departments find funding available to purchase the requested technology, so this is noted on the finalized ranked list; Jessica reiterated the importance of submitting technology requests so we have a campus-wide record of technology needs, including new purchases and ongoing maintenance costs; after the Senates and CCC approve this list, this goes back to ROC who specifies the amount of funding available for the items on the ranked list; current total cost estimate of all ranked technology requests is nearly \$200,000, but CTC does not anticipate these would all be funded; Stephanie asked how long requestors have to provide a detailed estimate if they note their request is "pending estimate," and Jessica noted CTC checks in with authors for more details, but some of these requests might require a formal quote from a vendor which



might only happen if higher-ranked technology requests are funded; Rana asked if surplus technology can help address other requests, not just the Psychology EEG Computer/Parts" that Steve Weinert requested; Jessica noted that technology does not always go through the LTR division, so they are not always aware of existing technology that was previously purchased that could address some of these technology requests; Jessica's goal and hope is to get to this point; M/S to endorse ranked list: Rafael/Anmar; approved by consensus

- m. Open Educational Resources Committee (OER) - Vacant
 - i. We need a classified representative to serve on this committee
 - n. Student Services Leadership Advisory Team (SSLAT) - Belle
 - i. Belle mentioned there are no SSLAT updates to share with Classified Senate
 - o. District Executive Council (DEC) - Rana
 - i. IEPI District-wide Governance Summit in August 2024 (details TBD)
 - p. District Strategic Planning and Budgeting Council (DSP&BC) - Rana
 - i. [Travel Per Diem Meal Reimbursement](#) - \$60 per day; \$30 on first and last day
 - ii. Rana noted that hopefully by July 2024 we would not need to submit receipts for meals, and the per diem amount will change; DSP&BC said this would be more "user-friendly" for those submitting expense reports;
 - iii. Rana also noted the electrical vehicle (EV) chargers are now working
 - q. District Student & Institutional Success Council (SISC) - Amber
 - r. District Human Resources Advisory Council (HRAC) - Katie
 - s. Equity in Employment Taskforce - Katie
 - t. District Technology Planning and Policy Council (TPPC) - Amber
 - u. 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: August 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)
 - b. Stephanie will fill out the facilities request for the Student Center
5. **Committee and council vacancies and term renewals** ([link](#)) (Rana & Stephanie)
- a. 1 Classified rep. needed for [ROC](#), [FHPC](#), [FSPC](#), and [OER Committee](#)
 - b. 1 Student Services rep. needed for [PRSC](#)
 - c. 1 Administrative Service rep. needed for [CTC](#) and [CHPC](#)
 - d. Senators not currently serving: Dalea Kanno, Layla Shaba, and Martha Galvan - Stephanie reminded Senators that they should be serving on at least one committee; Martha will look through the vacancies and let Classified Senate know if she can fill one of these vacancies
 - e. Action: Review draft participatory governance committee/council recruitment flier (link forthcoming)
6. **Classified Senate Logo** (Rana)
- a. Shared folder with examples and mock-ups ([link](#)); Rana can work with Michael Delgado to create an updated logo - Rana is in communication with Michael Delgado about this
 - b. Action/Discussion: Review draft logos Rana created ([link](#)) - Tabled
 - 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)
7. **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; Rana and Michele Martens to present to Academic Senates and ASGs



- 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; can review the [redlined and cleaned versions of proposed Bylaws](#) and vote via email after this meeting
- 8. **Search and interview committee appointments** (Rana)
 - a. No new search and interview committees convened; Personnel Commission will oversee Classified position hiring going forward
- 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 (date TBD) - Request updates about Classified Professionals Week 2024 planning from the Chancellor
 - b. President Robinson - Continue discussion about \$5,400 annual stipend/update from Linda Beam for each Classified Senate; request update about the 2024 President's Outstanding Leadership Award nomination theme, criteria, and timeline; Classified School Employee Week appreciation events (breakfast, etc.)
 - c. VPSS Marron - Discuss timeline for 2024 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
- 10. **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 **May** Governing Board report into [this shared Google Folder](#) by Wednesday, April 24; this will contain events involving classified employees between 3/26/2024-4/24/2024, and be included in the 5/9 Board Docket
- 11. **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. Five Cuyamaca classified employees were nominated; 10 members of Classified Senate submitted their ratings by the deadline; based on those ratings, Classified Senate sent top two nominees to Chancellor Neault on April 19; winners from the three sites will be announced during the May Governing Board meeting
 - b. *Classified Senate sent the top two nominees based on the ratings of the 10 Classified Senate members who submitted their ratings*
- 2. **New Classified Employees** (Rana)
 - a. [Hired positions as of 2/22/2024](#)
- 3. **Classified Senate fundraiser update** ([link](#)) (Taylor)
 - a. Current balance is **\$1,061** as of March 11, 2024
 - b. Thank you cards for donors
- 4. **Classified Thank-You-Grams/High-Five Messages or Kudo Awards** (Rana and Stephanie)
 - a. Discussion: Community Cares workgroup will discuss distribution of messages and candy to celebrate/recognize/thank classified professionals during Classified Professionals Week (May 20-23)
 - b. Vote: Approval to authorize purchase of materials (cards, certificates, candy, swag, small gifts, etc.) for fundraiser - Pending



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*
 - b. District-wide Public Safety & Emergency Preparedness Council (PSEP) - *Rafael (hiatus)*
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:** May 28, 2024, at 9:00am, HyFlex in E-106

Adjournment: *Meeting adjourned at 11:00am*