

Cuyamaca College Classified Senate Meeting Agenda

Date: **November 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	☐
Stephanie Gutierrez	Vice President	<i>On leave</i>
Rafael Ayala	Vice President (Acting)	☐
Taylor Fiehler	Treasurer	☐
Katie Cabral	Executive Board Assistant	☐
Michael Allen	Senator	☐
Belle Ayala	Senator	☐
Martha Galvan	Senator	☐
Anmar Kakos	Senator	☐
Dalea Kanno	Senator	☐
Dana Mints	Senator	☐
Veronica Nieves	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: Jeanie Machado Tyler (10:00am via Zoom)

Note-Taker: Katie Cabral

Call to Order: *Meeting called to order at ____ [time]*

1. **Roll call:** Welcome back, Anmar!
2. **Additions/deletions/revisions to the agenda**
3. **Approval of October minutes** ([link](#))
4. **Call for Recommended Action** - *None*

Participatory Governance

1. **Classified Professionals' Credentials in College Catalog** - *Tabled until 12/17 meeting*
2. **Classified Senate Logo Update** (Rana)
3. **Strategic Enrollment Management Updates** (Jeanie Machado Tyler @ 10:00am)
4. **Classified Senate T-Shirts** (Rana)
 - a. Using funds raised to purchase \$15-20 t-shirts for Classified Senate members to increase visibility of Classified Senate (purchase previously approved via email)
5. **Classified Senate workgroups** (all workgroup members)
 - a. Classified Community Care (Anmar, Dalea, Katie, Rafael, & Taylor): Still have 9 "You're Pawsome" pins available for distribution ([link to form](#)); offering winter-themed Cuyamaca College employee recognition in November, December, and January ([link to flyer](#); [link to form](#))
6. **Reminder: Participatory Governance notes form** ([link](#)) (Rana)

- a. Notes submitted ([link](#))
7. **Committee and Council Information Updates:** (all classified representatives on local and district-wide governance groups)
 - a. Cuyamaca College Council (CCC) - *Rana, Rafael, & Michael*
 - b. Institutional Effectiveness Council (IEC) - *Rafael & Dana*
 - i. IEC's Governance Workgroup updates (Dana)
 - ii. IEC's Enrollment Management Workgroup updates (Rafael)
 - c. Student Success and Equity Council (SSEC) - *Katie & Martha*
 - i. We need a classified representative from Instruction to serve on SSEC
 - ii. SSEC annual goal-setting
 - iii. 2025-2028 Student Equity Plan
 - d. Resource and Operations Council (ROC) - *Anmar*
 - e. Program Review Steering Committee (PRSC) - *Rafael, Taylor, & Belle*
 - i. PRs and Annual Updates will be due December 13, 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, & Dalea*
 - i. We need a classified representative from Administrative Services/Support to serve on this committee
 - h. Teaching and Learning Committee (T&LC) - *Veronica, Amber, & Katie*
 - i. PD Needs Assessment to be administered in Spring 2025
 - i. Facilities and Sustainability Planning Committee (FSPC) - *Michael*
 - i. We need a classified representative to serve on this committee
 - j. Outcomes and Assessment Committee (OAC) - *Rebecca*
 - k. Online Teaching and Learning Committee (OTLC) - *Amber*
 - l. College Technology Committee (CTC) - *Michael & Amber - no update, 11/8 meeting was canceled*
 - m. Open Educational Resources Committee (OER) - *Martha - no update; unable to attend 11/8 meeting*
 - n. Student Services Leadership Advisory Team (SSLAT) - *Belle, Rana, & Dalea*
 - o. District Executive Council (DEC) - *Rana*
 - i. District Governance Handbook updates?
 - p. Districtwide Budgeting Council (DBC) - *Rana*
 - q. District Student & Institutional Success Council (SISC) - *Amber*
 - r. District Human Resources Advisory Council (HRAC) - *Katie*
 - s. District Technology Planning and Policy Council (TPPC) - *Amber*
 - t. Student Center Advisory Committee (SCAC) - *Rana*
 - u. Academic Calendar Committee (Katie) - *no meetings scheduled in Fall 2024*
8. **Committee and council vacancies and term renewals** ([link](#)) (Rana)
 - a. 1 Classified rep. needed for [ROC](#), [FHPC](#), [CHPC](#), and [FSPC](#) for the Fall 2024-Spring 2026 term
 - b. 1 Instructional rep. needed for [SSEC](#) for Fall 2024-Spring 2026 term
9. **Current GCCCD Personnel Commission Updates** (Rana)
 - a. Eligibility list ([link](#))
 - b. Recruitments ([link](#))
 - c. Reclassification request window open 10/31/2024 to 1/6/2025 at 5pm
10. **Search and Interview Committee Appointments** (Rana)
 - a. Center for Water Studies FT Instructor: Rana Al-Shaikh

- b. Dean of Student Success and Equity: Taylor Fiehler-Roose and Allie Neri
- c. Biology FT Instructor: David Burnett

11. 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. 2025 Classified Professional Day Planning
 - ii. Classified 9+1
 - 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
 - iii. Classified Senate release time/stipends
- b. Request for agenda items for meeting with President Robinson (date TBD)
 - i. Classified recognition, and departmental recognition
- c. Request for agenda items for meeting with VPSS Marron (date TBD)
- 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

12. Cuyamaca College Classified Senate's written reports to the Governing Board (Katie)

- a. Please upload any pictures and submit event descriptions for our **December** Governing Board report into [this shared Google Folder](#) by Wednesday, November 27; this will contain events involving classified employees between 10/24/2024-11/27/2024, and be included in the December Board Docket

Classified Employee Recognition

- 1. **Cuyamaca Employee Recognition Messages in Winter 2024** (Community Care Workgroup Members)
 - a. Community Care Workgroup members (Dalea, Taylor, Rafael, Katie, and Anmar) are coordinating a winter-themed employee recognition effort; Classified Senate approved to expand this recognition effort to all employee groups, not just classified professionals, via email ([link to flyer](#); [link to form](#));
- 2. **Classified "You're Pawsome" Messages** (Community Care Workgroup Members) ([link](#))
 - a. This effort is ongoing to celebrate/recognize/thank classified professionals and help Classified Senate continue to raise funds; we have 9 pins left to distribute
- 3. **Above & Beyond Departmental Award** (Rana)
 - a. Jessica would like one campus-wide award instead of separate awards for each unit (Instruction, Student Services, and Administrative Support)

Professional Development

- 1. **2025 Classified Professionals Day Planning** (Rana)
 - a. Reminder: 2024 CPD Survey Results ([link](#))
 - b. Save the date: 2025 Classified Professionals Day on Thursday, June 12 at Cuyamaca College
- 2. **Professional Development for Classified in January/February 2025** (Rana)
 - a. During our October Classified Senate meeting, members voted to prioritize training to help classified employees respond to hate crimes on campus;
 - b. Other Classified Senate members would like a workshop focused on updating their resumes and cover letters, and taking updated headshot pictures; Michael Delgado offered new headshots on 11/19
- 3. **Upcoming events** (Rana)
 - a. November and December Culture & Community Circle events

- b. Cuyamaca CommUNITY Winter Wonderland Luncheon from 11:30am-1:30pm on Thursday, December 5 in I-207/208/209
- c. CSEA events/trainings:
 - i. 2024 CSEA Chapter 707 meetings ([link](#))
 - ii. CSEA Chapter 707 Open Office Hours every third Thursday at Cuyamaca, room F-615 from 11:00am-1:00pm ([link to schedule 20-minute session](#))
- d. Spring 2025 THRIVE Events:
 - i. Welcome Event on 1/21 from 12-2pm
 - ii. Addressing Burnout on 3/7 or 3/21
 - iii. Welcoming Wellness on 4/17 from 4-5pm
 - iv. Game Night on 5/8 from 4-6pm
- e. CCCCCO System webinars (typically held the first Wednesday of the month from 9:00-10:00am; [link](#))
- f. Equity Starts Today webinar series on advancing racial equity from 11:00am-1:00pm on select Wednesdays (2/12, 3/19, 5/14, 6/11; [link](#))
- g. Upcoming conferences:
 - i. 2025 CCC LGBTQ+ Summit, April 15-16 via Zoom ([link](#))
 - ii. 2025 National Conference on Race & Ethnicity (NCORE), May 27-31 in New York, NY ([link](#))
 - iii. 2025 Inaugural Caring Campus Conference, November 12-14 in San Diego ([link](#))
- 4. **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. **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](#))
- 3. **Committee and council updates**
 - a. District-wide Public Safety & Emergency Preparedness Council (PSEP) - *Rafael (hiatus)*
- 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. **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
- 7. **Classified Senate Group Photo** - *tabled; pending logo and t-shirts*
- 8. **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; *No update*
 - b. Constitution and Bylaws update (Rafael, Michael, Katie, & Rana): *No update*

Next Meeting

1. **Regular meeting:** December 17, 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