

Cuyamaca College Classified Senate Meeting Notes

Date: **October 22, 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 Gutierrez	Vice President	On leave
Rafael Ayala	Vice President (Acting)	<input checked="" type="checkbox"/>
Taylor Fiehler	Treasurer	<input checked="" type="checkbox"/>
Katie Cabral	Executive Board Assistant	<input checked="" type="checkbox"/>
Michael Allen	Senator	<input checked="" type="checkbox"/>
Belle Ayala	Senator	<input checked="" type="checkbox"/>
Martha Galvan	Senator	<input checked="" type="checkbox"/>
Anmar Kakos	Senator	On leave
Dalea Kanno	Senator	<input checked="" type="checkbox"/>
Dana Mints	Senator	<input checked="" type="checkbox"/>
Veronica Nieves	Senator	<input checked="" type="checkbox"/>
Amber Toland Perry	Senator	<input checked="" type="checkbox"/>

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: Karen Marrujo (9:00am in person)

Note-Taker: Katie Cabral

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

- Roll call:** Welcome new Senators Belle Ayala and Dana Mints! - *Rana welcomed Belle and Dana, and thanked them for their interest.*
- Additions/deletions/revisions to the agenda** - *None*
- Approval of September minutes** ([link](#)) - *M/S: Taylor/Rafael; approved by consensus*
- Call for Recommended Action**
 - Professional Development, item 3:** Professional Development for Classified - *Vote to prioritize one PD opportunity for classified professionals to implement in January or February 2025 - Classified Senate members voted to prioritize the training to respond to hate crimes on campus; Classified Senate members also expressed a desire for training about resumes and cover letters*

Participatory Governance

- Strategic Enrollment Management Committee** (Karen)
 - Committee proposal ([link](#)) - *Rana welcomed Karen; Karen reviewed the proposal with Classified Senate; during the Summer 2024, a few administrators (VPI, Deans, etc.) and two faculty were invited to participate in a Strategic Enrollment Academy at UCSD; from that experience, we discovered we have a lot of room for growth and improvement when it comes to strategic enrollment; one idea that was discussed was forming a potential committee to move this work forward; the Senate Officers Committee*

(SOC) researched other structures at other campuses, and devised this proposal that aligned with discussions with the VPI and faculty; Academic Senate reviewed this proposal, and now it is being shared with Classified Senate; the goal is to help develop a comprehensive enrollment management plan to ensure we are working together across various areas; every aspect of the student experience impacts enrollment management; the SEMC proposal outlines a reporting structure tied to ROC/BROC, in which SEMC would make recommendations and provide information to ROC/BROC to ensure that council has information needed to align budget priorities; ILAT would advise SEMC; SEMC would report to CCC and would report out to Academic Senate; everyone plays a pivotal role in enrollment management at our campus, so it was challenging to draft the composition; balance of representation and keeping the number of members reasonable so it can be a working committee; in the membership, no division is represented twice; Katie asked about the thought process behind this committee not reporting to SSEC; Karen clarified that reporting directly to CCC could help the VPI continue to oversee this work; Katie noted concerns with reverting back to a flat participatory governance structure in which committees report directly to CCC instead of BROC/ROC, IEC, SSEC; Karen noted we have a lot of burnout on this campus, and we want to ensure SEMC is a working committee, not something added to people's to-do list; Michael asked for clarification about the inclusion of one classified representative in the composition, and noted that having two classified reps might help promote collaboration, unity, and strength among classified in the meetings; Karen clarified that there was a Student Services classified representative that was removed because the recommendation was that this was too prescriptive; Michael said it would be nice to have two classified representatives; Karen asked if it would be helpful to have two at-large classified representatives or one specifically from Student Services; Taylor recommended listing two classified representatives from different divisions/units (SS, Instruction, Administrative); Rafael agreed with Michael and Taylor that having two classified reps would encourage each to feel more comfortable voicing their opinions, and that when we are too prescriptive listing specific units, that makes recruitment challenging; Rafael suggested to include two classified representatives, and Classified Senate can ensure the representatives are from different areas/units; Rafael suggested clarifying the "related goals" verbiage; Dana asked how the SEMC would work with IEC, since IEC recently restructured its meeting to have working meetings with the enrollment management workgroup; Karen noted IEC could continue supporting SEMC with the enrollment management workgroup, but SEMC would ultimately be responsible for creating the Strategic Enrollment Plan; Karen noted that some of the takeaways from the UCSD Strategic Enrollment Management Academy was that we need to be more intentional with this work and have more choreography among the various areas, leaders, and initiatives; SEMC also has an intentional connection to budgeting, since enrollment has a large impact on our funding via the SCFF; SEMC's work can help tie the enrollment management planning to our budgeting process, and help tie the outcome of our work to the budgeting process; Dana asked how employees would feel if they are added to another committee by title; Karen clarified that when SEMC was proposed in other spaces, there was some pushback about creating another committee because some employees are concerned about burnout levels; Karen noted that preventing burnout can happen when employees feel their time is used intentionally and effectively, and hope that the work in SEMC is intentional to prevent burnout; Rana asked why the composition includes the Director of A&R and the resources list a classified staff that reports to that lead, and asked if there was intention behind this; Karen commented that these individuals are listed as resources because they contribute a lot of the frontline and backend work for strategic enrollment management; this composition acknowledges that a lot of employees are involved in this work, and there is an expectation that the SEMC would reach out to employees beyond those listed in the composition and resources; Martha asked about the role of resource members; Karen clarified they are included in the communications and are invited to attend, but not necessarily expected to attend

depending on the agenda items; Katie recommended including the Dean of Student Affairs as a resource, and Dalea suggested including the Dual Enrollment Coordinator as resource; Karen added those to the draft document; Katie appreciates the inclusion of front-line and back-end classified employees because they are often the folks who can recommend what might work, what might not work, and we will see the fruits of our work; Karen noted she will likely have an update for us in November.

2. **Classified Senate fundraiser update** ([link](#)) (Taylor) - *Raised \$490 but only cost us \$66 so far; made \$424; sent out 86 messages to 72 classified employees; current fund balance is \$1,430.07, so we can buy t-shirts once the logos are finalized; we have done well raising money; Rana asked if the “You’re Pawsome” fundraiser is still ongoing; Taylor and Katie clarified that this is still open and we still have 22 pins left; once those are purchased, the Community Care Workgroup could meet again to identify other small gifts to purchase for the holiday season;*
3. **Classified Senate Logo** (Rana) - *Rana and members of the Classified Senate E-Board will meet with Michael Navarre and Michael Delgado soon to finalize a logo*
 - 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)
 - c. Updated Cuyamaca College brand guidelines ([link](#))
4. **Reminder: Participatory Governance notes form** ([link](#)) (Katie) - *Dana asked if there is a due date for submitting notes, especially when a committee like OAC meets right before Classified Senate; Katie clarified that if folks could submit within 1-2 weeks of the meeting date, that would be helpful, but we understand folks are busy and it can be challenging to submit prior to each monthly Classified Senate meeting*
 - a. Notes submitted ([link](#))
5. **Committee and Council Information Updates:** (all classified representatives on local and district-wide governance groups)
 - a. Cuyamaca College Council (CCC) - *Rana, Rafael, & Michael*
 - i. *Rana noted student reps were absent because of a conflicting event*
 - ii. *Michael noted Nicole Salgado reviewed a deep dive of the budget*
 - iii. *Rafael noted there were some questions about the reference to “strategic priorities” in the budget which were different from our college-wide strategic priorities, captured in our strategic plan; there was also a clarification that one-time department funding needs are ranked lower than requests for ongoing funding, and questions about resource requests submitted via Program Review*
 - iv. *CCC reviewed FHPC and CHPC lists; CCC reviewed the charge and composition for BROCC/ROC*
 - b. Institutional Effectiveness Council (IEC) - *Rafael & Dana*
 - i. *Fall 2024 Workshops: 10/31 from 12:30-3:30 in I-209; 11/1 from 9:00-11:30 via Zoom - Dana noted the upcoming Fall Planning Workshops, and that costumes are welcomed for the 10/31 in-person event; Michael asked why the workshop was scheduled from 12:30-3:30pm when classified are supposed to get a one-hour uninterrupted lunch break, depending on their schedules, which makes it challenging to attend, especially for student-facing positions that have to stagger their lunch breaks; Dana will provide that feedback, and noted IEC did not actually discuss this;*
 - ii. *IEC’s Governance Workgroup updates (Dana) - This group is starting to draft a participatory governance group, including things like defining the role of a resource on a committee, etc;*
 - iii. *IEC’s Enrollment Management Workgroup updates (Rafael) - This workgroup is developing a survey to assess student preferences for modality, days to enroll, factors that impact their ability to enroll, whether they are attending other colleges, etc.;*
 - c. Student Success and Equity Council (SSEC) - *Katie & Martha*

- i. We need a classified representative from Instruction to serve on SSEC
- ii. Theresa Carlson was selected as SSEC's faculty co-chair
- iii. SSE data review and annual goal-setting
- iv. *Katie noted SSEC members reviewed campus-wide and national data highlighting reasons students stop out or drop some of their classes, primarily due to stress and mental health concerns; SSEC members engaged in breakout groups to action plan, and noted the need for better communication about recent changes to personal counseling because staff and faculty were not yet aware of these changes and want to make sure they know where to refer students when they need mental health support; Rana noted the website still notes personal counseling sessions; Taylor and Katie noted a lot of our webpages are outdated;*
- v. *Martha noted we reviewed the SSEC charge and composition, and we reviewed an article with questions to help us reflect on ways we define student success and equity; there was discussion about reducing the amount of regular SSEC meetings and then alternating with workgroup meetings, similar to IEC's new format; Martha engaged in a breakout discussion focused on outreach for students with disabilities and other student groups, and that some first-time and first-generation students might feel left out and have difficulty navigating our systems; Martha noted we have a lot of efforts focused on reporting and administering surveys, but it's unclear who is doing the work, next steps, etc.;*
- d. Budget, Resource, and Operations Council (BROC) - Rana (served as proxy for Anmar in October)
 - i. *Rana noted BROC/ROC reviewed their charge and composition, the 2024-2025 BROC/ROC timeline, and the 2024-2025 BROC/ROC annual goals; the chairs asked members to review the meeting times and dates, annual goals, etc.;*
 - ii. *Michael asked if it is officially "BROC" now, but Rana and others noted it is not yet finalized*
- 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](#))
 - ii. IESE holding Instructional and Student Services data workshops for Program Review authors; register through the VRC ([link](#))
 - iii. *Taylor noted the first draft is due to Deans mid-November; there is a need for cross-reporting-out with BROC/ROC to improve communication about Program Review; PRSC had a robust discussion about revising rubric to ensure there is substantive feedback for PR authors to take into account; they might use a comment bank, resources built in to provide a link to authors so the feedback is more actionable*
- f. Faculty Hiring Priorities Committee (FHPC) - Vacant
 - i. We need a classified representative to serve on this committee - *Rana noted Classified Senate would love to fill this vacancy*
- g. Classified Hiring Priorities Committee (CHPC) - Rana, Anmar, & Dalea
 - i. We need a classified representative from Administrative Services/Support to serve on this committee
 - ii. *Rana noted CHPC reviewed their charge and composition, meeting times and dates, and everything is good to go; CHPC has been looking into their process, including how Program Review plays into departments/programs submitting a classified position request, so CHPC members can be more mindful of the process to refer authors to the appropriate person when they have questions; the Senior Dean of IESE has presented at CHPC regarding the Program Review process;*

- iii. *Dalea noted CHPC is working on their 2024-2025 annual goals; they updated the 2024-2025 form to request classified staff for Program Review and this should be available on the website soon; Dalea clarified that there were no major changes to the form, just date changes, like the December 13, 2024 due date;*
- h. Teaching and Learning Committee (T&LC) - *Veronica, Amber, & Katie*
 - i. *Flex Week Legislation Feedback - comments due October 21 ([link](#))*
 - ii. *THRIVE event in G-Bldg/I-Bldg quad, 4-5pm on Thursday, 10/31*
 - iii. *Amber noted the professional development needs assessment will be updated for Spring 2025 administration*
 - iv. *Katie reflected on the past THRIVE events in September and October, and encouraged classified employees to attend these events*
- 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*
 - i. *OTLC has a workgroup that is working on the online teaching and learning form, and this will be a long process to update*
 - ii. *OTLC discussed creating student-facing onboarding materials, and is developing training for faculty on regular and substantive interaction*
- l. College Technology Committee (CTC) - *Michael, Amber, & Katie*
 - i. *Katie attended 10/11 meeting as proxy for Stephanie while she is on leave*
 - ii. *CTC reviewed their 2024-2025 annual goals; Amber noted CTC discussed the need to make a better plan and ensure technology requesters submit requests that are more complete and accurate; there is a need to update the Technology Plan, and to codify the five-year technology replacement plan;*
 - iii. *Jessica Hurtado-Soto announced that all tech requests will be funded from the previous tech requests*
 - iv. *Rana asked if staff can still request/rent laptops from the LTRC; Amber clarified that there are no laptops available for part-time faculty or classified to check out right now; she will check in with Jessica about this; Rana also asked if there is an end date for classified who previously checked out laptops during the shutdown due to COVID; Amber believes there is no end date, but she can double check; Martha noted faculty often are prioritized over classified when there is a need for technology replacements;*
- m. Open Educational Resources Committee (OER) - *Martha*
 - i. *OER Committee has not yet met; Martha and Katie reached out to Jeanie and Karla but we have not received an update*
- n. Student Services Leadership Advisory Team (SSLAT) - *Belle, Rana, & Dalea*
 - i. *Announcement: Disability Awareness week/Wheelchair Basketball Game -October 23, 12-1pm*
 - ii. *Dalea noted Victoria presented about the Safe Parking Pilot Program at our campus, which was approved by the Governing Board at their October meeting; single students can stay a maximum of 7 days per month, and after that they work with Kaylin to find other housing resources; students who are parents are referred to other housing options; Parking Lot A; designed for 25 cars but piloting with 11 cars, starting in November 2024; the students will need to be enrolled in at least 1 unit at Cuyamaca College in Fall 2024 to participate; Taylor noted this program has previously reported a 90% success rate in connecting students with more stable housing via case management services*

- iii. *Dalea noted Tania provided a brief presentation about outcomes assessment and offered to schedule 1:1 meetings with her*
- iv. *Dalea also noted there was a follow-up from HR about filling out student hourly forms; the next SSLAT meeting will include a member of Business Services clarifying the next steps*
- v. *Belle shared the following announcements shared at SSLAT: Wheelchair Basketball Game 10/23 from 12-1pm; CalWORKs has Fall Family Festival this Friday, 10/25; Undocumented Student Action Week event continues this week;*
- o. District Executive Council (DEC) - Rana
 - i. *Rana noted the security cameras discussion continued*
 - ii. *DEC had discussions about participatory governance groups and operational groups, and the plan to clarify this via committee and council renaming district-wide*
 - iii. *Katie asked about the pilot AVC of Facilities, Public Safety, and Risk Management—is this person in place? Rana will check in about this*
- p. Districtwide Budgeting Council (DBC; formerly DSP&BC) - Rana
 - i. *No update; Rana will provide her DBC notes later*
- q. District Student & Institutional Success Council (SISC) - Amber
 - i. *Amber noted this council last meet at the end of September; SISC reviewed goals, and looked at three groups being formed: Ed Support Services Council; Student Services Operational Group; a copy of [the draft SS Operational Group](#) was supposed to go to each Classified Senate President; the third group discussed/proposed is [the Instructional Operational Taskforce](#)*
- r. District Human Resources Advisory Council (HRAC) - Katie
 - i. *EEO Certification Form ([link](#)) - This was approved at the October Governing Board meeting*
 - ii. *Katie shared BPs and APs to Classified Senate members for their feedback prior to October 23rd HRAC meeting*
- s. District Technology Planning and Policy Council (TPPC) - Amber
 - i. *Amber noted the Chancellor is planning to convene an Artificial Intelligence (AI) Taskforce in Spring 2025; Amber shared the following BPs that TPPC is reviewing after our meeting via email:*
 - 1. *Existing policies that need review: [BP 3720](#); [BP 6335](#); [BP 6450](#)*
 - 2. *New policies for GCCCD that are legally advised by CCLC: [BP 3725](#); [BP 3800](#)*
- t. Academic Calendar Committee (Katie) - *no meeting held in August, September, or October*
- u. Student Center Advisory Committee (SCAC) - Rana
 - i. *Rana appointed as classified rep on SCAC*
 - ii. *Rana noted SCAC discussed the charge to ensure it currently reflects the Student Center, which has evolved beyond food services and the Bookstore, and now includes the Career Center, Queer Student Center, Veterans Center, etc; the list of committee resources was expanded to include Deans and others who oversee the specific centers; SCAC meets twice per semester, and Nicole Salgado is taking the lead to identify appropriate committee members and resources; Rafael asked if there were discussions about including the Together We Rise Center and the (soon-to-be-named) Black Student Success Center; Rana is not sure about whether SCAC will be limited to the physical space of the Student Center or expanded beyond this; Rafael asked if this is within our purview to review draft committee and council charges; Katie clarified that the representatives on each committee and council should share draft charges with the E-Board and we can share out for classified feedback and input;*
- 6. **Committee and council vacancies and term renewals ([link](#))** (Rana) - *Tabled*
 - a. *1 Classified rep. needed for [BROC](#), [FHPC](#), [CHPC](#), and [FSPC](#) for the Fall 2024-Spring 2026 term*
 - b. *1 Instructional rep. needed for [SSEC](#) for Fall 2024-Spring 2026 term*

7. **Classified Senate workgroups** (all workgroup members) - *Tabled*
 - 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, Rafael, & Taylor): “You’re Pawsome” Classified Recognition; received 86 personalized messages as of 10/14/2024; still have 22 pins to distribute; [link to form](#)
 - c. Constitution and Bylaws update (Rafael, Michael, Katie, & Rana): *No update*
8. **Current GCCCD Personnel Commission Updates** (Rana) - *Tabled*
 - a. Eligibility list ([link](#))
 - b. Recruitments ([link](#))
 - c. Reclassification submittal process will open in October
9. **Search and Interview Committee Appointments** (Rana) - *Tabled*
 - a. Need 1 classified rep to serve on the Center for Water Studies FT Instructor committee
10. **Agenda items for the Classified Senate President’s meetings with District and Campus Leaders** (Rana) - *Tabled*
 - 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
11. **Cuyamaca College Classified Senate’s written reports to the Governing Board** (Katie) - *Tabled*
 - a. Please upload any pictures and submit event descriptions for our **November** Governing Board report into [this shared Google Folder](#) by Wednesday, October 23; this will contain events involving classified employees between 9/26/2024-10/23/2024, and be included in the November Board Docket

Classified Employee Recognition

1. **Classified “You’re Pawsome” Messages** (Community Care Workgroup Members) - *Tabled*
 - 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 \$490 as of 9/18/2024 ([link](#)); raised an additional \$25 on 10/4/2024 but no “Pawsome” messages were submitted since 9/18/2024
2. **Above & Beyond Departmental Award** (Rana) - *Tabled*

- 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) - *Tabled*
 - a. Reminder: 2024 CPD Survey Results ([link](#))
2. **Professional Development for Classified** (Rana): **Action: Vote to prioritize one PD opportunity for classified professionals to implement in January or February 2025** - *Rana reviewed the previous topics we identified for PD; Michael asked for clarification about what communities of practice are; Katie and Taylor provided clarifications; Rana reviewed the list of potential workshops below and asked where we would like to start; Belle suggested starting fresh in January/February with a resume, cover letter, etc.; Dalea noted with all the changes with the Personnel Commission, this would be helpful; Martha said she liked the idea of a training to respond to a hate crime; Rafael agreed and wants to know how to respond and help students experiencing or witnessing hate crimes; Michael noted it took years to get the mandated reporter training, and Belle noted it took a while to get training on how to report it; others noted we lack emergency preparedness training, and Dalea said we would add this to the SSLAT agenda; Veronica also recommended training to respond to a hate crime; Amber agreed and also noted the lack of emergency preparedness training, and we generally do not know what to do in an emergency at our campus; Rana summarized that the top two training ideas are responding to hate crimes and resume/cover letter trainings; Rana asked for a vote: Hate crimes training (Vero, Amber, Martha, Rafael, Katie endorsed this); resume/cover letter training (Dana, Belle, Rana endorsed this); others were indifferent*
 - 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. **Undocu-Ally Training Interest Form** (Katie) ([link](#)): Miramar College leads this training, but it is open to employees from Region X colleges - *Tabled*
4. **Upcoming events** (Rana) - *Tabled*
 - a. October Culture & Community Circle events ([link](#))
 - b. THRIVE Event: Game Night! on Thursday, October 31st from 4:00-5:00pm in the G & I Bldg Quad
 - c. CSEA events/trainings:
 - i. CSEA SD Field Office: Union Steward Training Level 2, Saturday, October 26, 2024
 - ii. CSEA SD Field Office: Union Steward Training Level 3, Saturday, November 16, 2024
 - iii. 2024 CSEA Chapter 707 meetings ([link](#))

- iv. 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. CCCCCO System webinars (typically held the first Wednesday of the month from 9:00-10:00am; [link](#))
- e. Equity Starts Today webinar series on advancing racial equity from 11:00am-1:00pm on select Wednesdays (10/30, 11/13, 2/12, 3/19, 5/14, 6/11; [link](#))
- f. Upcoming conferences:
 - i. 2024 Hispanic Association of Colleges & Universities (HACU) Conference November 1-3 in Aurora, CO ([link](#))
 - ii. 2024 COLEGAS Conference November 4-6 in Sacramento, CA ([conference proposals link](#))
 - iii. 2024 CCLC Executive Assistants Leadership Workshop November 19-20 in San Francisco ([link](#))
 - iv. 2025 National Conference on Race & Ethnicity (NCORE) May 27-31 in New York, NY ([link](#))
- g. Cuyamaca CommUNITY Winter Wonderland Luncheon from 11:30am-1:30pm on Thursday, December 5 in I-207/208/209
- 5. **Classified Senate's calendar of events** ([link](#)) - *Tabled*
 - 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*

Next Meeting

1. **Regular meeting:** November 26, 2024, at 9:00am, HyFlex in E-106

Adjournment: Meeting adjourned at 11:03am

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