

**San Diego Mesa College
Classified Senate
Meeting Notes**

Thursday, May 25, 2017
10:00 a.m. – 11:00 a.m., I4-402

ATTENDEES/ PROXIES	<i>Executive Officers</i>	<i>Attendees</i>
	Trina Larson, President	Dawn Whiting
	Vice President (vacant)	Charlie Lieu
	Alan Goodman, Administrator	Danielle Short
	Neil Bhatia, Treasurer	Rob Fremland
	Angie Avila, Member at Large	
	<i>Senators</i>	
	Johanna Aleman	
	Kathy Fennessey	
	Taj George	
	Jeannette Leon (excused)	

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Larson at 10:04a.m.
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Agenda Item 2: Welcome/Introductions:

DISCUSSION	<p>Welcome/Introductions</p> <p>a) Visitor: Rob Fremland, President, Academic Senate</p> <ul style="list-style-type: none"> Continue working together with Academic Senate Acknowledge & thank you for President’s Cabinet changes Strength in participation, noticed a considerable increase in meeting attendance Proposing a change in District Privacy Policy at DGC <ul style="list-style-type: none"> Last item – who has access to your information All info housed at HR and business office, only accessed as needed Address & phone number provided to supervisor only with employee approval aside from extenuating circumstances (which would leave a paper trail) <p>b) Danielle Short – AFT collective bargaining agreement (CBA) update</p> <ul style="list-style-type: none"> Bereavement leave within 6 months Security cameras installed by District can not be accessed for
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	<p>disciplinary actions and must be limited to “free speech areas” (aka: outside)</p> <ul style="list-style-type: none"> • Retirement workshops • See ATTACHMENT #1 for full details
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Agenda Item 3: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> • April 27, 2017 minutes – approved
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • upload minutes 	<ul style="list-style-type: none"> • Alan 	<ul style="list-style-type: none"> • Before next meeting

Agenda Item 4: Executive Board & Senator Reports:

DISCUSSION	<p>President- Trina Larson</p> <ul style="list-style-type: none"> • Vision statement changed to: <i>To be the leading college of equity and excellence, educating students to shape the future.</i> <p>Vice President- (vacant)</p> <ul style="list-style-type: none"> • No Report <p>Administrator- Alan Goodman</p> <ul style="list-style-type: none"> • No Report <p>Treasurer- Neil Bhatia</p> <ul style="list-style-type: none"> • All expenses approved – see EMAIL ATTACHMENT #2 for details <p>Member at Large- Angie Avila</p> <ul style="list-style-type: none"> • First “Veterans Celebration” – good attendance and very successful <p>Senator Reports</p> <ul style="list-style-type: none"> • Taj – <ul style="list-style-type: none"> ○ Leaving for boot camp June 28, away for 5 months ○ Must have lime water for Taj when she comes back 😊 • Kathy <ul style="list-style-type: none"> ○ Thank you for help at commencement, most students ever walked (700+)
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Agenda Item 5: Unfinished Business:

<p>DISCUSSION</p>	<p>Immigration Students Support Committee</p> <ul style="list-style-type: none">• Red cards distributed to Mesa offices (Larson) <p>Summer CRUISE Plan</p> <ul style="list-style-type: none">• Confirming our role:<ul style="list-style-type: none">○ Charlie to help with icebreakers and financial literacy workshops in the afternoon○ Need to recruit to fill 13 positions for Financial Literacy <p>Classified Appreciation Week</p> <ul style="list-style-type: none">• Reimbursement Approval - done• Theme thought for next year proposal – diversity of flavors, possibly use our cookbook idea for next year’s gift• New Date - Should we see if we could get date during “real” Classified Appreciation Week? - YES <p>CS Communication & Outreach Plan</p> <ul style="list-style-type: none">• Biggest goal of outreach is communication flows and making connections, not actually getting people to come to meeting• Meeting attendance will then organically grow as people become connected. <p>Mission, Vision, Values</p> <ul style="list-style-type: none">• Tabled until July <p>Summer Retreat Projects</p> <ul style="list-style-type: none">• Tabled until July <p>Election Leadership Results:</p> <ul style="list-style-type: none">• PRESIDENT: Trina Larson• VICE PRESIDENT: Yolanda Catano• TREASURER: Charlie Lieu• SECRETARY: Alan Goodman• MEMBER AT LARGE: Angie Avila• SENATORS:<ul style="list-style-type: none">○ Executive Staff<ul style="list-style-type: none">▪ Dawn Whiting○ Administrative Services<ul style="list-style-type: none">▪ Taj George▪ One more position sought
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	<ul style="list-style-type: none"> ○ Instruction <ul style="list-style-type: none"> ▪ Eva Parrill ▪ One more position sought (Alison Mona (“Mona”) has since shared her interest.) ○ Student Services <ul style="list-style-type: none"> ▪ Johanna Aleman ▪ Kathy Fennessey ○ The Senate proposes to establish, according to Bylaws Section XI.C* committees to support outreach and ongoing Senate business, under the coordination and with the support of the following: <ul style="list-style-type: none"> ▪ Naayieli Bravo ▪ Olivia Picolla ▪ <i>XI.C.: The Senate shall establish permanent, and when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to classified employees and to the operation and educational matters of the College.</i>
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Agenda Item 6: New Business:

DISCUSSION	<p>By-law Review</p> <ul style="list-style-type: none"> • Josh to help us review bylaws for future elections
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Agenda Item 7: Announcements/Events:

DISCUSSION	<p>ClassiCon, June 7-9</p> <ul style="list-style-type: none"> • REGISTER NOW FOR CLASSI-CON 2017! • MORE INFORMATION: www.sdmesa.edu/classicon • Classified Senate get together for Unsung Hero’s lunch (first day)
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Agenda Item 8: Roundtable:

DISCUSSION	<p>Classified Employee of the Year Award –</p> <ul style="list-style-type: none"> • Nominate one from each division? (i.e. instructional, student services, etc.) • Homegrown Heroes (for each division?) <p>Talent show for Classified?</p> <ul style="list-style-type: none"> • Use for fundraiser?
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Agenda Item 10: Next Meeting:

DISCUSSION	<ul style="list-style-type: none">• June 8, 2017 – Cancelled (We'll be at ClassiCon!) dent services, etc.)• June 22, 2017 – 10-11:30am, I4-402
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Agenda Item 11: Adjournment:

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by Larson at 11:15 a.m.
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Taken by Alan Goodman, Administrator
Submitted by Alan Goodman, Administrator
Approved on: _____

EMAIL ATTACHMENT #1:

AFT Guild, Local 1931 SDCCD Classified Bargaining Unit

Summary of Changes to Collective Bargaining Agreement

May, 2017

ARTICLE II – FAIR SHARE PROGRAM

1. Updates required procedures regarding fair share union dues and union membership.

ARTICLE III – EMPLOYEE ORGANIZATION RIGHTS

1. Updates unit member email privacy rights and AFT information rights.
2. Provides release time for unit members to attend AFT new employee orientation.
3. Increases AFT reassigned time for classified staff by 1.0 FTE.

ARTICLE V – WORKWEEK

1. Updates flex scheduling requirements, including calculation of holiday hours.

ARTICLE VI – PAY AND ALLOWANCES

1. Updates viewing location of unit member step and class placement.
2. Clarifies language on over/underpayments.
3. Clarifies language on shift differentials.
4. Updates language on initial salary placement to match current salary schedule.

ARTICLE VII – EMPLOYEE BENEFITS

1. Updates District contribution rates to insurance plans.

ARTICLE VIII - FMLA/CFRA/PDL LEAVES

1. Updates leave language to meet current law.

ARTICLE IX - HOLIDAYS

1. Updates language on how holiday pay is calculated for flex assignments.

ARTICLE X - VACATION

1. Updates leave requests from paper to electronic submissions.

ARTICLE XI – SICK LEAVE AND PERSONAL NECESSITY LEAVE

1. Updates leave requests from paper to electronic submissions.
2. Expands catastrophic leave donations to include unlimited vacation leave donations, and sick leave donations up to eight days.

ARTICLE XII – LONG TERM LEAVES OF ABSENCE

1. Modified to include maternity leave.

ARTICLE XIII – SHORT TERM LEAVES OF ABSENCE

1. Updates leave requests from paper to electronic submissions.
2. Adds “retirement workshops” to list of valid personal business leave requests.
3. Updates parental leave language to meet current law.
4. Allows bereavement leave to be taken within six months of death of family member.

ARTICLE XV – PROFESSIONAL GROWTH

1. Allows educational advancement to top of salary schedule for all unit members.
2. Increases maximum tuition reimbursement amount to \$3,500 for office/technical unit members.

ARTICLE XVI – EVALUATION

1. Clarifies evaluation conference language.

ARTICLE XXI – GRIEVANCE

1. Clarifies definition of a work day for purposes of processing a grievance.
2. Streamlines grievance procedure.
3. Updates panel of arbitrators.

ARTICLE XXII – SAFETY

1. Provides safeguard language to ensure that security cameras may not be used to initiate disciplinary action, and that security cameras may only be installed in public spaces.

ARTICLE XXVII – DURATION AND CONDITIONS

1. Term of agreement: July 1, 2017 through June 30, 2020.
2. Reopeners annually on economic items through the Resource Allocation Formula (RAF).

MAIL ATTACHMENT #2:

om: Johanna Aleman <jaleman@sdccd.edu> **Date:** Thursday, May 18, 2017 at 8:49 PM **To:** Kathy Fennessey <kfennes@sdccd.edu> **Cc:** Trina Larson <tlarson@sdccd.edu>, Alan Goodman <agoodman@sdccd.edu>, Angie Avila <aavila@sdccd.edu>, Neil Bhatia <nbhatia@sdccd.edu>, Taj George <tgeorge@sdccd.edu> **Subject:** Re: Paying the Pipers - Classified Appreciation Style, yo

approve, only with one change I should only be reimbursed \$59.59 (Home Depot was only \$3.03 not 33.03, I got cash back that day)

anks
anna Sent from my iPad
n May 18, 2017, at 5:48 PM, Kathy Fennessey <kfennes@sdccd.edu> wrote:

ote to approve. ☺

---Kathy

thleen Fennessey
n Diego Mesa College
. Secretary, Student Affairs
50 Mesa College Drive, I4-408
n Diego, CA 92111
Monday-Thursday: 8:00 am – 6:00 pm
19)388-2699
19)388-2971 (FAX)
kfennes@sdccd.edu

ie Student Affairs Office provides programs and services that promote the success of students, enrich the quality of campus life and support classroom instruction.

om: Trina Larson **Sent:** Thursday, May 18, 2017 5:46 PM **To:** Alan Goodman; Angie Avila; Johanna Aleman; Kathy Fennessey; Neil Bhatia; Taj George **Subject:** Paying the Pipers - Classified Appreciation Style, yo

Senate Pals,

ie Foundation has asked us to get our receipts in for Classified Appreciation Week and I thought it'd be good to get everything cleaned up before the end of the year. Below, is e total damage. You can see what all groups contributed.

om the Classified Senate, I'm asking for a reimbursement of \$538.11 (Target: \$46.69; Dollar Tree: \$22.65; Party City: \$91.29; and Amazon: \$377.48) and Johanna needs \$89.59 ome Depot, Lowes, and Target).

and when culinary charges us for the linens and sternos (around \$120), in total, the Senate will be covering \$197.70 of this event and of the supplies to package the mugs.

yes this seem reasonable and is this approved? Please REPLY TO ALL. In your reply, you can request to hold this until we can discuss at the next meeting. **This is not a problem.** ince you've all been heard, I'll ask Neil to cut the checks accordingly.

uch appreciated,
ina

: We know "reimbursement" is misspelled in the attachments. We're choosing to ignore it. ☺☺

undation: Gift Cards 50.00

im		
nch	\$	1,184.72
inks	\$	46.79
sserts	\$	53.03
	\$	1,284.54
		Total

her Expenses

\$	627.70	Trina (\$538.11) and Johanna (\$89.59) from Target, Dollar Tree, Party City, Amazon, Lowes, Home Dep
\$	120.00	Culinary Arts
\$	(450.00)	ASG
\$	(100.00)	Acad Senate
\$	197.70	Classified Senate's Proposed Portion