

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

Thursday, October 12, 2017
10:00 a.m. – 11:30 a.m., i4-402

ATTENDEES/ PROXIES	<i>Executive Officers</i>	<i>Attendees</i>
	Trina Larson, President	Naayieli Bravo
	Yolanda Catano, Vice President	Olivia Picolla
	Alan Goodman, Administrator	Jacqueline Collins
	Charlie Lieu, Treasurer (excused)	Mark Manasse
	Angie Avila, Member at Large	Wendy Smith
	<i>Senators</i>	Ailene Crakes
	Johanna Aleman	Larry Maxey
	Kathy Fennessey	Brandon Terrell
	Eva Parrill	

Agenda Item 1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Larson at 10:00am
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Agenda Item 2: Review and Approval of Minutes:

DISCUSSION	<ul style="list-style-type: none"> September 28, 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 3: Welcome/Introductions:

DISCUSSION	<ul style="list-style-type: none"> Senate members introduced themselves
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Agenda Item 4: Guests:

DISCUSSION	<p>Mark Manasse: MT2C (Mesa Tutoring Services)</p> <ul style="list-style-type: none"> • Focus: The professionalization of tutoring • M2TC now offers more hours, more days, and more ways to get tutoring has evolved over past year. They offer services to drop-ins, appointments, and to student online. They also offer embedded classroom tutoring • MT2C stills need more tutors. Right now, they have 100 but need more. <ul style="list-style-type: none"> ○ They especially need additional math and science tutors. ○ Tutors don't need to be A+ students; a solid grasp of material and good interpersonal skills are most important ○ Tutors must take EDU 100. • Goal: To be the model tutoring program in CA. <p>Ailene Crakes & Larry Maxey: Integration</p> <ul style="list-style-type: none"> • Basic skills Initiative, Student Success and Equity, and Student Success and Support Program are developing an integrated plan since what they do often overlap and should be coordinated. • Why? To increase student success while closing achievement gaps. • Examples <ul style="list-style-type: none"> ○ LCOM 101: Allows students to finish 047 and 048/49 English in one semester. Students are passing at a better rate than taking classes individually. ○ Math 092: Combines MATH 46 + 96 combined, compressing algebra – Latinx students are passing with a 20% higher success rate than when they had to take both separately. • Initiatives <ul style="list-style-type: none"> ○ New online orientation and virtual online tour ○ Launching online scheduling system for counseling ○ Integrating work experience and career center with counseling so student has experience even before graduating • Classified can support by participating on the back end – moving forward the agenda of supporting marginalized students.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	•	•

Agenda Item 5: Executive Board & Senator Reports:

<p>DISCUSSION</p>	<ul style="list-style-type: none">a) President- Trina Larson<ul style="list-style-type: none">1. President’s Cabinet: College Annual Report<ul style="list-style-type: none">• Find by Googling “sdmesa annual report”• More graphical and easy to read/navigate.2. DGC: Change to Hiring Policy: Applicants with Immigrant Status<ul style="list-style-type: none">• Will Surbruck said if person was in hiring pool is eligible to work, they can be considered and hired3. DGC: Facilities Policy Updates – Potential Issues<ul style="list-style-type: none">a. Leaves: One section refers to what seems like leaves for AFT business; not sure. Will follow up with Desb. Out of Class: New language uses an alternate standard of determining out of class than our CBA. The CBA prevails, but discuss with Des/Jim.c. Sabbaticals: Doesn’t include Classified although Classified do have a Professional Study Leave. Include Classified in the language?d. Layoffs/Seniority: Layoffs or the reopening of previously laid off positions, would follow seniority.e. Overtime: New policy states that CBA takes precedence.f. 5% for dual language bi-lingual studies – must have ongoing need within department, designated person will be appointed4. Prez 1:1: Classified Equity Task Force Status (Larson; Catano)<ul style="list-style-type: none">a. Trina & Cloris are co-chairingb. Tie together:<ul style="list-style-type: none">i. Want to help shaping of Classified Institute, professionalization of Classifiedii. Equity componentc. Begin with Equity Inquiry Group with lots of representation – need to figure out how to recruitd. People would pick 2-3 workshops - what do you need to know for your position?e. Develop survey or focus group to see what Classified wantb) Vice President- Yolanda Catano<ul style="list-style-type: none">1. DACA advocacy week Oct 16-20c) Administrator- Alan Goodman (no report)d) Treasurer- Charlie Lieu<ul style="list-style-type: none">1. List of Treasury items that we took care of at the bank:<ul style="list-style-type: none">a. Removed previous treasurer from accountb. Added Charlie Lieu as the new treasurerc. Established debit account, waiting for cards to arrive.d. Will establish online account once debit cards arrive. Mobile/electronic deposit feature not available for “business” accounts
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- e. Deposited \$79 (Classified Senate dues)
- 2. Scholarship Subcommittee update
 - a. Met on 10/9/17 to discuss scholarship revisions and updates (Charlie, Trina, Eva, and Kathy) Olivia - absent
 - b. Will offer two \$250-\$500 scholarships
 - c. All classified full-time, hourly, or work-study employee are eligible to apply. Elected senate members are not eligible to apply.
 - d. Updated scholarship description to include more details and explanation of scholarship
 - e. Removed the "reference questions" section
 - f. Updated essay prompt and rubric to help guide applicants in the essay writing process
 - g. Committee is exploring the option of administering the scholarship outside of the Mesa scholarship portal
 - h. Will bring back to next Senate meeting.
- 3. Fundraising Event at Dave and Busters
 - a. The idea is to organize a fundraiser event for our school at Dave and Buster's in Mission Valley. We looking to gather a group together for a Spirit Night/Restaurant night, where the school earns a percentage of the night's total.
 - b. Contacted Dave and Busters, waiting for event planner to call back with more details
 - c. We need to think about possible dates we can have this event (look 3-4 weeks in advance) and ways to promote it
- 4. Accounting & bank account balance

Checking Account	\$1,140.22
Primary Savings	\$415.82
Savings	\$56.54
Classified Senate School/Foundation	\$1,210

Funds received	
Classified Senate Dues	\$79.00

Account info. as of 10/10/17

- e) Member at Large- Angie Avila (no report)
- f) Senator Reports (no report)
- g) Ad-hoc Reports (no report)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Follow up with Des regarding leave section 	<ul style="list-style-type: none"> • Trina 	<ul style="list-style-type: none"> • asap

Agenda Item 6: Unfinished Business:

DISCUSSION	<ul style="list-style-type: none"> a) Unfinished Business: Classified Election Status (Larson) <ul style="list-style-type: none"> 1. Des to join election committee b) Outreach Video & Halloween Candy Status (Picolla, Bravo) <ul style="list-style-type: none"> 1. Only 3 videos so far, schedule with Olivia ASAP 2. Candy will have tag with liaison contact info and Senate outreach message <ul style="list-style-type: none"> a. Deliver Oct. 26 & 27 b. Send email to our people the day before delivering (create DL) c) Outreach Email Ideas (All) <ul style="list-style-type: none"> 1. Olivia has updated list for us to review each of our areas 2. Alan to do non-Facilities J 3. Jacqueline to do Facilities 4. Change designated area on agenda and elsewhere d) Social Media Ideas (Picolla; All) e) Classified Fundraising Basket Ideas (All) f) Next (First) Classified Off-Campus Event (Lieu; All) g) Scholarship Status (Lieu & Kathy) <ul style="list-style-type: none"> 1. See handout – email Kathy with feedback 2. Tabled – to be discussed & finalized next meeting
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Schedule video shoot with Olivia • review lists for area liaisons • email Kathy with scholarship feedback 	<ul style="list-style-type: none"> • everyone • everyone • everyone 	<ul style="list-style-type: none"> • ASAP • next meeting • next meeting

Agenda Item 8: Announcements/Events:

DISCUSSION	<ul style="list-style-type: none"> • Classified Appreciation Week, May 7-11 • Classified Awards Luncheon, May 9, 2018, MC-211 A/B • Classi-Con, June 5-7
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Agenda Item 10: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> • October 26, 2017 – 10-11:30am, LRC-432
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Agenda Item 11: Adjournment:

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by Larson at 11:35.
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Taken by Alan Goodman, Administrator
Submitted by Alan Goodman, Administrator
Approved on: _____