



MINUTES

Regular Meeting of the Classified Senate of San Diego Continuing Education
Tuesday 22 September 2020 • 2:00PM • Via ZOOM

Present: Neill Kovrig, Eddie Madrid, Mitza Lindsey, Floreniza Yumul, Sophear Slaketh, Patty Lopez, Jahaziel Aguilera Arredondo, Gabriela Lopez, Danielle , Ninness, , Isabella Mattar, Reyes Noah Leyva, Kelly Henwood, Amanda Torres, Kelly Henwood, Laurie Cozzolino, Jesus Rivas

Absent Kenia Suarez, Danielle Williams, Molly Broene, Christy Figueroa

I. MEETING WAS CALLED INTO ORDER AT 2:04PM

A. Approval of the Agenda: The Agenda was approved.

B. Approval of the Minutes: The Meeting Minutes was approved

C. Presentation: Accreditation Action Plan – Facilitated Discussion (J. Rivas)

Jesus did a presentation and activity on the 7 year Accreditation plan that we have. Jesus stated that they are in the process of planning the mid- cycle report. One of the requirements for this accreditation mid- cycle report is to refine the institution's accreditation and action plan. In order to get the information he has to go to different campus to visit stakeholders across the institution to gather information. Jesus began to explain the different recommendations that the Institution received based on the last Accreditation visit. Jesus sent us a survey with the five accreditation growth areas along with the 17 objectives that he would like for us to look at and choose the top 5 that would relate to the conversation that we have for Classified Senate. We finished that part of the survey and continued to do a couple more surveys that he provided to us that would help him gather the information that he needed. we did a survey that would add new ideas that we might have to add to the action plan that we already have in place. After the surveys are completed Jesus and his team will take the Information that we provided to him on today and compare and combine for the objectives. Jesus stated they are going to match and merge this with other objectives that identify redundancy and information in a way that they can create the report that they will be sharing with EGC.

II. STANDING BUSINESS

A. Budget Development Council- Neil stated that the budget committee had one more meeting and the district is currently in the process of doing the tentative budget process. Then the final adopted budget will take place in October. Neill stated that there has not been any major changes with regard to any sort of additional funding or any other resources that we anticipate coming in. The current budget that was presented by Executive Vice Chancellor Bonnie Dowd accounts for salary benefits and all of those principles through June of 2021. There is no RAF at the moment, the Resource Allocation Formula expired at the beginning of this year. Neill stated one way to help with the cuts is the passing of Proposition 15 which would be a boost to the budget situation. There is no new information on internal Budget Committee to the C E Budget Committee because they have not heard anything from the district as of yet.

- B. Committee Assignment** Eddie provided an update on the committees. He stated that he will be sitting on the first Sustainability committee. Eddie also stated that if anyone else would like to join that committee, please fill free to let him know and he would send you the information. We need someone for the Curriculum committee. Eddie stated that the other vacancies that we have for committees are the Accreditation committee and facility priority hiring committee. Laurie Cozzolino stated that she put in a request for a representative to be on the Professional Development committee. Laurie also stated that she does have Patty Lopez who is part of the committee but they also need another rep. Neill stated that the next committee is EGC. Neill put up a list of EGC meeting dates on the screen for everyone to see. Each group has 4 seats. Our Classified Senate group that attends the meeting normally the President, Vice President, Secretary – Treasurer, and the Member at large. Neill stated that he knows things come up and he has posted the dates just in case one of the Senate members would like to come to the meeting and be the 4th person to represent.
- C. Fundraising Updates** Neill stated that we don't have any updates at the moment. Neill is going to be looking into some online options for fundraising. That would be kind of along the same lines as our auctions and Neill stated he is willing to pursue it and look into further detail.
- D. Foundation Updates:** Neill stated that the last meeting was on September 16th which was the Foundation advanced meeting instead of a retreat. With the Foundation advanced they were able to work in detail on a development plan to boost the profile of the foundation and look for additional ways to obtain funding towards the scholarships funding, projects and grants. There are so many new projects. There's a lot of stuff coming up, but we'll have some more detail about that over the course of the next coming months.
- E. Professional Development Updates** Neill stated that they had a meeting about a week and half ago concerning continuing the class for professional development. Laurie stated that she will be attending our next meeting and she will speak more then but she shared that Mitza and herself are on Ad & Hoc Committee together and they talk about the professional development for Classified. Laurie also stated that she created a focus group based on the information that she received from Neill. Laurie stated that she documented all of that information and passed it to the professional development committee for review and it should come back to Neill for review. Laurie also stated that there is funding for conference attendance and it goes through the institutional funding. The only thing you need to do is have it approved by your dean. Please look at that email that Laurie sent out again. A couple of the conferences that are there have no cost. If they cost, you will have to do what faculty do all the time, which is to apply for funding. We are really encouraging classified professionals to take advantage of this opportunity. Neill stated that there's also another email that he sent out that is from the Community College in Lakewood California. The 30th Anniversary convention and that will be held entirely online and they are not charging, which is unusual for CC LLC. That's a good opportunity, especially if you like to hear more about what happens at the state level. They don't usually get a lot of classified participants at that particular conference and I think that would be a good opportunity for us to demonstrate the importance of classified participation. Neill stated that he believes that the conference is in the middle or end of November. If that timeline fits for you, then consider that conference and again, it's free. Just make sure you get it cleared with your immediate supervisor. You can find all of the information on the Professional Development Channel. Neill stated that he set up this teams pages as a way to consolidate a lot of the information that we typically email one another.

But at least with the teams page, there's the opportunity to keep it as a repository of directed information so that it's not in your inbox all the time. You can forward emails to it like I did here, because there is an email link. Neill stated he would like to use this as an opportunity to encourage people to start reaching out within their own campus communities to make that connection on that site. A lot of folks who have felt disconnected especially in terms of not being able to reach out to colleagues. Neill stated you can create a team and if there's a group of people that you're working with closely and you work with them on a regular basis. If you're all on a team and you send a chat message there or you click the little meeting icon up at the top and you could talk to them like that. You don't have to worry about setting up the zoom time and sending out a zoom link. It's right there and we all have it, we're all connected to it through our outlook through Microsoft 365 so I would encourage you to start digging into it. Look at all the options that are available on there. Kelly stated that we had a wonderful training with Anthony but she feels like now that she uses teams more she feels we need training part 2. Kelly also stated that all of the managers have used MS team especially those of you who might support your dean or your manager. What I've found is that it's not necessarily something that the faculty staff is using as much because they use more google and google drive.

- F. **Advocacy Updates** - Neill stated there is another town hall that's coming up in October. That information came out on Monday September 21st, there was a message about it. I'll post that to the team page as well. I believe it's a Holocaust survivor who is coming to speak with us during that town hall meeting. I also would encourage you all to make an effort if you can to participate in the webinar on Thursday at four o'clock, that's the Governing Board Meeting. There'll be a lot of information, a lot of presentations from the president, vice presidents about various programs and services. Also the things that we're continuing to do throughout the pandemic situation and to keep our students engaged and informed.
- G. **Work from Home Updates:** Neill has stated he would like to encourage everyone please, be mindful of your ergonomics and how you're sitting and where you are because a lot of people have beginning to have issues with their shoulders, backs etc. I know that it's not always within everybody's ability to be able to do a lot of adjustments or a lot of movement around but be good to yourselves, it's important that you stay happy and healthy as well, and that includes mental checks. Neill stated I'm sure everybody saw the Chancellor's message from last week with regard to the spring semester will be most likely completely online. Neill stated he knows that the CNA program is currently in the process of having a hybrid semester, so that they can get students to the laboratory segments.

IV. BUSINESS FOR CONSENT/ACTION-

. Nothing at this time

- V. **ROUNDTABLE UPDATES:** Kelly stated I don't think we're going to get away from zoom for a while and there's a zoom plugin that you can add. You can google it and do like outlook zoom, outlook plugin or plugin zoom plugin for Outlook. Then when you go to set up a meeting and your outlook appointments. You just click a button and now I don't have to keep going back and forth to my browser and zoom and it makes it a lot easier.

, REPORTS, and INFORMATION ITEMS

VI. OPEN FORUM

. Nothing at this time.

VIII. ADJOURNMENT

Meeting adjourned at 4:03PM

DRAFT