

Official Minutes

Members Present:	Carl Banks (President), Ingrid Phillips (Vice President), Marlesha Keys (Treasurer), Kaarina Towey (Secretary), Angelena Boles, Donney Cummins Jr., Carlos Carrizosa (Senator), Carrie Everts, Omar Jimenez, Amy Pimentel, Maria-Isabel Rocha Duarte, Jacob Sneary (Senators) Vanessa Dibenedetto, Lori Schneider (Advisors)
Members Absent:	
Others Present:	Bertha Alvarez, Charlie Ng, Cristina Zafra Lopez, Dulce Gangani, France Cruz, Gina Hansen, Joanne Gonzalez, Judy Foster, Kristen Hitchcock, Luz Fonseca, Mandy Frakes, Melanie Hayne, Ramiro Peregrino, Robin Allyn (AS Rep.) Sunny Cooke, Susan Corley, Vanessa Bustamante

Call to Order: 1:01pm

ACTION ITEMS

- 1) Review and Approval of November 2021 Agenda –*Banks*
 - MSU (Carrizosa/Jimenez)
- 2) Approval of October 2021 Meeting Minutes –*Banks*
 - MSU (Carrizosa/Everts)
- 3) Approval of October 2021 Treasurer Report –*Keys*
 - MSU (Phillips/Sneary)
- 4) Ratify Updated Classified Employee Manual - *Dibenedetto*
 - MSU (Phillips/Jimenez)
- 5) Ratify Classified Confidential Employee Resolution - *Banks*
 - MSU (Phillips/Keys)
 - Recuse (Boles)
 - The resolution lays out how the Confidential Employees will work with the Classified Senate.
- 6) Ratify Updates to Classified Senate Committees for FY22- *Schneider*
 - MSU (Boles/Keys)
- 7) Ratification of the Classified Leadership Program Cohort 2021-22
 - MSU (Phillips/Cummins)

STANDING REPORTS

- 8) Superintendent / President Report – *Cooke*
 - Slides and recordings will be sent out from Monday's District Webinar (11/15). The next District Webinar will be on 12/14 at 10:00 AM.
 - The next Chat & Chi will be on 12/15 at 10:00 AM.
- 9) Human Resources Report – *Ng*
 - Progress in hiring backlog. We went from 64 outstanding positions last year, to now close to 35.

- New work is being done with the EOAC around trying to establish diversity goals around our employment practices in both recruitment and retention of employees.
- The Campus Climate Survey group is continuing to work on its findings and will put together a recommendation.
- Human Resources is working on cleaning up Work Day in preparation for processing exemption requests that are coming in now with more faculty returning in the fall.
- More information in the next few weeks around the Teleworking Policy.
- DI training will be coming out from the Chancellor's office. Expect to hear from your division leaders, VP's and deans for more information.

10) President's Report– *Banks*

- The Futures Work project is continuing to make progress. MiraCosta College is one of the only junior colleges undergoing this effort. The group is looking at the future of the college and how it will serve the children being born now, what trends will be coming and what we should prepare for.
- Recently I have been working on updating and finalizing the Employee Manual, Confidential Employee Agreement, and updating the Classified Policies & Procedures.
- I will be sending out the Educational Master Plan to officers and senators for review and feedback.
- Constituents are questioning the upcoming telework stipend and if some employees will not qualify for the new stipend who did before. Constituents are not seeing the equity in these decisions.

11) Vice President's Report/Professional Development Report –*Phillips*

- Nominations for the Outstanding Classified Employee award close on 11/17.
- The Events Planning Committee has been working hard on the End of Year Celebration.

12) Professional Development Report - *Schneider*

- We still have funds available for professional development. I encourage you to use these funds for conferences, trainings (online conferences work too). Visit the professional development page in the portal to submit a request electronically (no more paper forms).

13) 4CS Report - *Cummins*

- 4CS meeting this coming weekend, more information to come following this weekend's meeting.

14) Senator Reports - *Individual*

- Boles - There will be a turkey distribution tomorrow 11/17 on the Oceanside Campus from 10:30am-12:30pm as well as giving out dry food. 400 turkeys were originally requested, we have only received 200, so donations are appreciated. You can drop off a turkey on the Oceanside Campus tomorrow.
- Carrizosa - Absent
- Cummins - I hope everyone will attend the End of the Year Celebration. A lot of planning has gone into this process.
- Everts - Nothing to report
- Jimenez - EOPS is doing their Angels Project this year. Stop by and inquire about the project or email EOPS for more information.
- Pimentel - Nothing to report
- Rocha-Duarte- Nothing to report
- Sneary - Nothing to report

DISCUSSION / INFORMATION ITEMS

15) Technology Master Plan Update - *Conrad*

- The Technology Advisory Committee (TAC) is composed of 27 members (faculty, staff, and students).
- MiraCosta College Tech Plan -----> Guides Technology Investments
 - Mission, Vision, Commitment Statement, Values, Goals
 - RPIE Surveys (trends, user community feedback)
 - Current Technology Master Plan
 - Best Practices
 - Other College Planning Documents (Education Master Plan, Facilities Master Plan, Staffing Plan)
 - Cyber Security, Risk Mitigation, Contingency Planning
- Addressing District Goals
 - Goal 1: Equitable Access, Student Success, and Close Equity Gaps
 - Goal 2: Meet External Community Needs
 - Goal 3: Foster Academic Excellence
 - Goal 4: Responsible Stewardship and Sustainability
- Plan Developmental Process
 - Plan
 - Review and align with other Master Plans
 - Incorporate New Mandates
 - Include New Technology
 - Assess Emerging Trends and Risks
 - Do
 - Define Goals and Objectives
 - Prioritization Process
 - Write It
 - Appendices for Back-Up
 - Check
 - Review by Shared Governance Stakeholders
 - Annual Feedback Surveys, Scan Environment
 - Projects Completed
 - Act
 - Buy the Equipment and Software
 - Integrate into the College Processes and Curriculum

16) Revised BPC Resource Allocation Process - *Flood*

- For the last year, The Budget and Planning Committee (BPC) has been working on updating our resource allocation request process. There has been a large need for improvement which has been communicated to the committee from many different groups.
- One main goal was to strengthen the overall communication process as departments would submit their resource allocation requests. The second goal was to improve the overall resource allocation request itself.

- A campus-wide email will go out informing divisions where their requests are in the process and where the request landed within the priorities of the department.
- Our goal at the end of the day is to meet as many of the resource allocation requests as we possibly can, within all the funding sources that the district has available to it.
- BPC has generated a transparent scoring rubric that is used to score the resource allocation requests. This scoring rubric will not be used for spring 2022, however, this draft rubric will be used alongside the general scoring rubric and a comparison will be made.

17) Classified Leadership Program Cohort 2021-22 Introductions - *Schneider*

- Susan Corley
- Yurico Jimenez
- France Cruz
- Dulce Gangani
- Gina Hansen

18) Academic Senate Update - *Allyn*

- I will extend the invitation to faculty at Friday's Academic Senate meeting about the professional development available to faculty.
- I am working with the awards committee to recognize and honor the faculty who retire at the Spring Celebration. Not all faculty retirees are recognized, so I am working closely with Ingrid and Lori to get this data together and connect with the group moving forward.

Next Meeting: December 21, 2021 - Zoom

Adjournment: 2:57 pm

SUBMITTED BY: Kaarina Towey
 Classified Senate Secretary