

MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES

Thursday, February 4, 2016
11:00 a.m. - 12:00 p.m.

Room U4-100 (new Employee Lounge, adjacent to the Facilities office)

Members in Attendance: J. Allen, L. Cava, L. Campbell, T. Hubbard, A. Keleta, R. Watkins, B. Warren, J. King, R. Cabrera

- A. **Approval of the Agenda**
The agenda was approved _____
- B. **Approval of Previous Minutes**
No minutes were presented for approval
- C. **Additional items**
- 1. Additional Library Funding**
R. Watkins reported that \$80,000 SSSP/SE funding was awarded to the Library. However, the Classified Staff were not made aware of the request for funding or of the deadlines that would have to be met. This had a big impact on the Classified Staff and required approximately five weeks of additional work to order, receive, and inventory the items. In future, the Classified Staff need to be informed on matters that will impact their workload.
- D. **Old Business:**
- 1. Classified Retreat – March 30, 2016 (Update)**
T. Hubbard provided an update on the Retreat planning. There are currently 20 people signed up to attend the retreat.
 - 2. Student Support Services / Tutoring – Update (Cabrera)**
R. Cabrera provided an update on the discussions that have been taking place about the reorganization of the campus' tutoring services, the lack of funding, and staffing needs. T. Hubbard shared that Mesa College is currently undergoing a reorganization of their tutoring services. The February 18, 2016 Board Agenda has an item (#14.04) for approval for Mesa's Tutoring Services. They are establishing the following positions:
 - a. 1 new 1.0 FTE 12-month Professional Development Coordinator (Faculty)
 - b. 1 new 1.0 FTE Instructional Law Technician (Classified)
 - c. 1 new 1.0 FTE Senior Clerical Assistant (Classified)

The discussions at Miramar are focused on establishing either one faculty or one management position to oversee the tutoring services. No mention has been made regarding the need for additional Classified staffing.

It was also reported that Tutoring Services requested additional funds and they were told that they would be receiving \$15,000. However, only \$2,500 was actually received. The outstanding balance of \$12,500 was given to Biology because they over spent their budget. Due to the lack of funding, tutoring services will not be able to operate during the 2016 summer session.
 - 3. Staff Parking Issues**
Staff parking continues to be a concern. The Classified Senate made a request, over a year ago, that rows 2-4, in parking lot #1 be changed back to Staff Parking. After the construction lay down a couple of years ago was completed, those rows/spaces were changed from staff to student parking. It was reported that campus facilities has offered to do the painting in the lot to change the spaces, but will need to have the paint provided.

MIRAMAR COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, February 4, 2016

E. New Business:

1. Classified Scholarship (Scholarfest Date: April 13, 2016)

The Classified Senate voted to offer two scholarships in the amount of \$250 each.

2. Requests for Classified Reps on Hiring Committees

The requests for Classified Senate reps will be sent out via email.

- a. Stock Clerk I
- b. Mental Health Counselor
- c. Dean of Matriculation & Student Development
- d. Administration of Justice (Faculty)

F. Reports:

1. College Governance Council (CGC) (Allen)

2. District Governance Council (DGC) (Hubbard)

T. Hubbard gave a report on the items that were covered at the February 3, 2016 District Budget meeting and DGC meeting.

3. Treasurer Report (Cava)

No report

2. Budget & Resource Development (Allen or Young)

3. Safety/Facilities

4. Marketing Committee

5. Planning & Institutional Effectiveness (Allen)

6. Event Committee

7. Diversity Committee (Hubbard)

8. BSI Committee (Cabrera)

8. Review of Services

9. Other

- a) Threat Assessment: R. Watkins provided an update on the District Threat Assessment Team.

G. Announcements:

H. Adjournment

The meeting was adjourned at 12:07 p.m.

**San Diego Miramar College 2007–2013 Strategic Goal 5: Refine the college's integrated planning process.*

5.1 Improve and strengthen the integrated college planning process driven by the college's Strategic Plan. This efficient and accountable process facilitates transparent college wide planning, budgeting and resource allocation.

5.2 Develop a process for evaluating and responding to alternate sources of funding.

5.3 Strengthen coordination with the District to maintain equitable, courteous and quality service delivery to students, especially during state and local budget crises, and preparedness for unexpected catastrophic events.

5.4 Continue to refine the college participatory governance structure processes and activities to align with the formalized integrated college planning process.