

CLASSIFIED SENATE MINUTES
Monday, February 12, 2024 3:00 – 4:30 pm
SS4-412/BRT-135 & ZOOM

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Catt Wood – *Council Member*

Attendees: Myles Crain, Tatiana Pak, Michael Simpson

Item	Agenda	Outcomes
<ol style="list-style-type: none"> 1. 2. 3. 4. 	<p>Welcome</p> <p>Announcements</p> <p>Public Comment</p> <p>Caring Campus Spotlight</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm.</p> <p>Announcements: BethAnn Stone announced that President Pamela Ralston’s “Coffee, Classified Professionals, and Conversations with the President” sessions are continuing this semester, taking place at both campuses and online. The upcoming session will be held in-person on Tuesday, 2/13/24 from 3:30 – 4:30 p.m. in room L-109 at the Pittsburg Campus. The next session will be at the Brentwood Center on Tuesday, 3/12/24, followed by a Zoom-only session on Wednesday, 4/17/24, and finally, another Pittsburg campus session on Wednesday, 5/22/24. For your reference the complete list of dates, times, and locations has been included as an attachment to BethAnn’s 2/15/24 Classified Senate Meeting summary email.</p> <p>BethAnn Stone announced a partial calendar of February activities at LMC related to Black History Month. First, there is Black History 365, which is a library resource recognizing remarkable African Americans of the past and present. The LMC Marketplace is celebrating Black History Month through their “Black Food Matters” events, which look at the contributions of African Americans to the food industry. They take place each Thursday in February from 10:00 – 3:00 p.m. beginning on 2/8/24. The “Black History Celebration” event takes place on Tuesday, 2/13/24 in the Student Union Conference Center and it celebrates the month with food and educational activities. New York Times best-selling author, Heather McGhee, is also speaking on Tuesday, 2/13/24 at the John and Jean Knox Center at Contra Costa College. Please reach BethAnn and Dean Rosa Armendariz if you are interested in attending, as there is a VIP session. Dr. Lisa White is the “Black in STEM” featured speaker and will present on Thursday, 2/15/24 in SC1-136. A film showing of <i>Love and Basketball</i> is being held on Monday, 2/19/24, from 5:00 – 8:30 p.m. in the second floor of the Student Union. A variety of other events have also been planned, so please refer to Robert Delgado’s 2/5/24 “[BHM 365] Black History Month 2024 @ LMC!” announcement email for the complete details of this month’s activities.</p> <p>BethAnn Stone shared an email announcement from Johnny Del Bene, KAC Fitness Center Coordinator, encouraging all LMC employees to take advantage of the LMC Fitness Center’s facility and resources. The state-of-the-art equipment is available for use Mondays through Thursdays, 7:00 a.m. – 6:00 p.m. and Fridays 7:00 a.m. - 1:00 p.m. The center is run as an open-entry/open-exit course. If you’re interested in utilizing the Fitness Center this semester, please register for KNACT 110 in Canvas. You may also refer to Johnny’s 2/5/24 “KAC Fitness Center Update” email for more information.</p> <p>BethAnn Stone shared the Leadership Institute for Tomorrow’s (LIFT) invitation to join the second of their 2024 Webinar series, which is co-sponsored by the CA Community College Chancellor’s Office. It is titled “The Power of Partnerships: Building Strong Relationships with Your Boss for Success” and will be held on Zoom on Friday, 3/1/24 at 12:00 p.m. For more information and to view the webinar series flyer, please refer to the 4CS Senates 2/28/24 “LIFT WEBINAR SERIES...” event announcement email.</p> <p>Public Comment: Sandra Mills commented that Local 1 is entering its election year and Sandra looking for at least one person from LMC to be on the Elections Committee. All positions are open, and if you are interested, please reach Sandra.</p> <p>Caring Campus Spotlight: The Caring Campus Spotlight was tabled until the next Classified Senate Meeting.</p>

5.	Approval: A. Agenda of 2/12/24 B. Minutes of 1/29/24 C. Teleconference Waiver Form	A. Agenda Action: Motion to approve the 2/12/2024 CS meeting agenda. M/S: S. Mills/C. Diputado (7-0-0) B. Minutes Action: Motion to approve the 1/29/2024 CS meeting minutes. M/S: C. Wood/C. Diputado (6-0-1; S. Mills abstained) C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.
6.	Presentation: Classified Professionals’ Conversation Classified Senate Survey	A. Classified Professionals’ Conversation: BethAnn Stone introduced the Classified Professionals’ Conversation item, which is an open dialogue and conversation for Classified Professionals to share and discuss any concerns or issues they may have related to the District, and more specifically, our college. Catt Wood observed there may be a professional development need for a RAP workshop to clarify the approval process and the Budget Request Database (BRD) to requesters. The group discussed the challenges and points of confusion they had experienced in the RAP process, and BethAnn plans to reach out to Justin Nogarr regarding development of this workshop with Business Services and SGC. BethAnn shared about the activities that she is working on this semester for Classified Senate engagement. One of these is the barbecue pot luck at the Brentwood Center. If it is held on a Saturday, and since there is a dog park there, there is an opportunity for everyone to bring their animals, children, and partners to have fun outside of our normal work schedule. We’ve selected the Brentwood Center to engage with that community and because it is such a beautiful space that some Classified Professionals have not had a chance to visit. BethAnn expects to propose some potential Saturdays in April as the BBQ date so we that may reserve the space. BethAnn also shared that another Bowling Night will be planned, and from previously received feedback the best time to schedule it will be on a Thursday in summer, since we have Fridays off. Last time, Delta Bowl gave us a great price on two lanes so it would be nice if they could give us a good deal on the entire section so we can invite everyone’s family members. Classified Senate will continue to work out the Bowling Night details as summer approaches. The group continued to discuss their experiences regarding workload and feelings of being overwhelmed or burned out this semester in comparison to Fall 2023. The group also conversed about technical support at the Brentwood Center and a procedure or policy for the use of AI tools to perform work. B. Classified Senate Survey: BethAnn Stone explained that work will begin to develop a Classified Senate Survey. The CS Survey will come from Classified Senate but it will be a climate survey sent to all Classified Professionals. Until our next meeting, BethAnn asked Classified Senate to think about potential areas that we may want to include in the survey such as DEI&B, shared governance, CS areas for improvement, professional development, and/or frequency and transparency of communications. At the next meeting we will collectively discuss and identify which areas to include in the survey and divide into groups to start developing draft questions for each area. If you are unable to join the 2/26/24 CS meeting, please email BethAnn with your suggestions for survey question areas.
7.	Committee Input and Report Outs	A. District Reports: District report outs were tabled to the next Classified Senate meeting. B. Shared Governance Council: The SGC report out was tabled to the next Classified Senate meeting. C. Strategic Enrollment Management: The SEM report out was tabled to the next Classified Senate meeting. D. Safety Committee: The Safety Committee report out was tabled to the next Classified Senate meeting. E. Planning Committee: The Planning Committee report out was tabled to the next Classified Senate meeting. F. TAG/Technology Plan Core Group: The TAG report out was tabled to the next Classified Senate meeting. G. IDEA: The IDEA report out was tabled to the next Classified Senate meeting. H. Sustainability: The Sustainability report out was tabled to the next Classified Senate meeting. I. Professional Development Advisory Committee: The PDAC report out was tabled to the next Classified Senate meeting. J. EEO Committee: The EEO report out was tabled to the next Classified Senate meeting.
8.	Council Business	A. Crab Feed 2024 Updates: BethAnn Stone shared updates on the 2024 Crab Feed Scholarship Fundraiser. Ticket sales are going well, with almost 100 sold. Michael Simpson asked about crab eating utensils and although we will have bibs, Catt Wood remarked that selling utensils such as forks and butter dishes could help generate proceeds. BethAnn will speak with our crab supplier and seek guidance from Grace Villegas, our crab feed expert, regarding the matter. The Crab Feed Committee next meets on Wednesday, 2/14/24, so a larger update will be provided at the

		<p>following Classified Senate Meeting. For more information on the Crab Feed and to view the flyer, please refer to BethAnn's 2/13/24 "LMC Classified Senate Scholarship Crab Feed..." ticket sale announcement email. If you're interested in volunteering to support this event, please email Lawrence Punsalang as he is our Crab Feed committee lead for volunteers.</p> <p>B. Elections Committee: Classified Senate agreed to table this item to the next Classified Senate Meeting.</p>
9.	Adjourn Meeting	Adjourn at 4:02 pm Action: M/S: S. Mills/C. Wood (6-0-0)