

**CLASSIFIED SENATE MINUTES**  
**Monday, February 26, 2024 3:00 – 4:30 pm**  
**SS4-412/BRT-135 & ZOOM**

**Members Present:**

**Council:** BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Sheri Woltz – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

**Attendees:** Lisa Avery, Myles Crain, Christian Diaz-Galarza, Sharonda Frazier, Christa Leach, Lindsay Litowitz, Mika Mobley, Justin Nogarr, Lyssa Shabusheva, Lindsay Souza, Grace Villegas

**Guest:** Ryan Pedersen

Item	Agenda	Outcomes
<p>1. 2. 3. 4.</p>	<p><b>Welcome</b> <b>Announcements</b> <b>Public Comment</b> <b>Caring Campus</b></p>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:04 pm.</p> <p><b>Announcements:</b> BethAnn Stone announced that Classified Senate is seeking two individuals to act as Graduation Ceremony Name Readers at the Spring 2024 Graduation Ceremony. Classified Professionals who were “Caught Caring,” recent retirees, and recipients of a state, regional, or local award are all considered for Name Readers, and we will need to approve two Name Readers on 3/11/24 at the next Classified Senate meeting. Teresa Ferguson is retiring this year and BethAnn will reach out to her about participating, and Irene Sukhu and Lawrence Punsalang will email the people who were “Caught Caring.”</p> <p>BethAnn Stone announced that President Pamela Ralston’s “Coffee, Classified Professionals, and Conversations with the President” sessions are continuing this semester, which will take place at both LMC campuses and online. The upcoming session will be held in-person on Tuesday, 3/13/24 from 11:30 a.m. – 12:30 p.m. at the Brentwood Center. Next, there is a Zoom-only session on Wednesday, 4/17/24, followed by a 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 that Chancellor Mojdeh Mehdizadeh has invited Classified Professionals, Management, and Faculty to meet with her one-on-one at each District campus. These chats are in-person only and will last ten (10) minutes each. Participants must sign up in advance by contacting Pat Kaya at pkaya@4cd.edu. Chancellor Mehdizadeh will be at the LMC Pittsburg Campus on 3/14/24 from 12:00 p.m. - 2:00 p.m. in room L-109 and at the LMC Brentwood Center on 5/1/24 from 12:00 p.m. - 2:00 p.m. in room BRT-135. Please refer to the email from Marisa Greenberg, which has been included as an attachment to BethAnn’s 2/22/24 CS meeting announcement email for your information and reference.</p> <p>BethAnn Stone announced that registration is now open for the Classified Leadership Institute (CLI), presented by the California Community Colleges Classified Senate (4CS) and the Community College League of California (CCLC). Titled “Peace, Love, and Leadership: Moving Forward with Heart and Collaboration,” CLI takes place this year in Riverside, CA from June 5<sup>th</sup> to June 7<sup>th</sup>, 2024. This annual conference brings together Classified Professionals from across the state to share their ideas, tools, and accomplishments and provides workshops and networking opportunities that help participants enhance their professional skills, increase their confidence, and gain knowledge of our California Community Colleges. We will receive partial funding from the Office of Equity &amp; Inclusion to send members to CLI and an online Wufoo form link and a physical sign-up sheet will available to LMC Classified Professionals to apply to attend.</p> <p><b>Public Comment:</b> Catt Wood asked how President Pamela Ralston’s most recent “Coffee, Classified Professionals, and Conversations with the President” session went, and the group discussed the event.</p> <p>Lyssa Shabusheva commented that General Education Committee is currently in discussion regarding the GE minimum unit requirement increase from 21 to 24 units. If you are interested in attending GE Committee, the next meeting is on Wednesday, 2/28/24 from 1:00 p.m. to 2:30 p.m. in CC2-223/BRT 125.</p>

		<p><b>Caring Campus:</b> Lawrence Punsalang announced that the latest Caring Campus newsletter will be published this Thursday, 2/29/24. The “Who Got Caught Caring” winner for this edition is Christa Leach from Admissions &amp; Records. Lawrence and the group congratulated and applauded Christa for her tremendous work supporting and caring for our students.</p>
<p>5.</p>	<p><b>Approval:</b>  <b>A. Agenda of 2/26/24</b>  <b>B. Minutes of 2/12/24</b>  <b>C. Teleconference Waiver Form</b></p>	<p><b>A. Agenda Action:</b> <b>Motion</b> to approve the 2/26/2024 CS meeting agenda with one revision to move “Item #5C Teleconference Waiver Approval” up to after the agenda approval. <b>M/S:</b> I. Sukhu/L. Punsalang (11-0-0)  <b>B. Minutes Action:</b> <b>Motion</b> to approve the 2/12/2024 CS meeting minutes with one revision to correct the year at the top of the meeting date to read “2024” not “2023”. <b>M/S:</b> C. Wood/C. Diputado (11-0-2; <i>G. Villegas and I. Sukhu abstained</i>)  <b>C. Teleconference Waiver Form:</b> Motion to approve the Teleconference Waiver Form submitted by Catt Wood due to emergency circumstances. <b>M/S:</b> C. Reyes/L. Punsalang (13-0-0)</p>
<p>6.</p>	<p><b>Presentation:</b>  Participatory Governance Assessment Task Group – Focus Group Session</p>	<p><b>A. Participatory Governance Assessment Task Group – Focus Group Session:</b> Irene Sukhu explained that she was presenting today as part of the Participatory Governance Assessment Task Group, which was appointed by SGC to gain a better understanding of the practices of each committee and how LMC can improve its shared governance processes. Irene would like to hear from Classified Senate and what its members perceive as the committee's strengths and challenges in functioning and carrying out the critical work of the college. After the focus groups are completed, the Participatory Governance Assessment Task Group will review the notes from all of the interviews and utilize the feedback to help make recommendations in their final report. Irene presented four groups of survey questions to prompt discussion and feedback from the focus group: Committee Impacts &amp; Achievements, Participatory Governance Structure, Bi-directional &amp; Representative Communication, and Challenges &amp; Needs for Support. The group first discussed the Committee Impacts &amp; Achievements of Classified Senate. Cesar Reyes remarked that Classified Senate acts as a hub and center for communication between the different areas of the college, which in turn helps us understand how we can support and allocate resources to each area. Lyssa Shabusheva agreed and added that Classified Senate is an important communication tool between Classified Professionals and Faculty, Management, and Students. Catt Wood also agreed, saying that Classified Senate succeeds at keeping its members informed on what's going on at LMC with the processes and departments that we wouldn't hear about otherwise. Catt commented that Classified Senate has a significant impact on belonging and retention for Classified Professionals. Job Links 2022 was considered to be a great success. BethAnn Stone thought that the designing of Classified Senate's three-year goals was a notable achievement, since very few Classified Senates have goals or objectives that drive their work. BethAnn also was proud that Classified Senate was able to continue fundraising and awarding student scholarships throughout the pandemic. Holding meetings at the Brentwood Center and organizing a variety of engagement events were also mentioned as Classified Senate's significant achievements. Lawrence Punsalang and Lyssa praised the detailed record keeping and communication of the Classified Senate meeting summary emails and minutes. The next category asked questions about the effectiveness of Classified Senate's Participatory Governance Structure. Sheri Woltz felt that Classified Senate meetings were orderly and structured, with its members understanding the Brown Act rules. Although we have had early semester challenges meeting quorum, we have made quorum at each meeting. BethAnn received feedback from Classified Nexus that some Classified Professionals would be more likely to join meetings (in-person or virtually) if the meetings were held on Friday afternoons from 3:00 p.m. – 4:30 p.m., which will be a topic for Classified Senate to discuss at a future meeting. The group continued to discuss ideas for increasing Classified Senate participation and engaging with members outside of meetings. Classified Senate use of Microsoft Teams and the Classified Senate Survey were also discussed. Irene presented the third category, Bi-directional &amp; Representative Communication, for discussion. Cesar remarked that at SGC and other committees, time is allocated for the different groups, such as Classified Senate, Academic Senate, and LMCAS, to report on their meetings and activities. Report outs from the participatory governance committees are shared at Classified Senate meetings either by the reporter or through BethAnn via a report out emailed to her. Cesar added that this works both ways, since if a committee does not meet, then bi-directional information about Classified Senate won't be shared. BethAnn and</p>

		<p>Catt thought that continued training on Robert’s Rules would help committees understand that meetings can still be held without quorum, only without approvals and actions. Lyssa asked if Classified Senate has a representative to LMCAS and BethAnn replied that we do not. We have representative communication with LMCAS at other shared governance committees such as SGC, and our joint meeting with Academic Senate and LMCAS was successful and well-attended. BethAnn remarked that it has been helpful to have standing items each meeting for the participatory governance groups and she confirmed that the CS agendas and approved meeting minutes are posted on the Classified Senate website. Agendas are also posted to the public announcement boxes on campus. The group continued to discuss the final prompt, Challenges &amp; Needs for Support. BethAnn confirmed that Classified Senate currently has no council or representative vacancies, and Classified Senate council elections are happening this semester. Cesar thought that additional training to help new Classified Professionals navigate the committees is especially important. BethAnn confirmed that Classified Nexus will continue each year, which is a step towards informing our Classified constituency. BethAnn commented that the Participatory Governance Assessment Task Group’s findings may inform the development of a participatory governance handbook by Jennifer Adams. Irene added that a glossary of acronyms is something they are considering for their handbook and final report. Lyssa suggested that the time commitment of attending Classified Senate meetings and scheduling conflicts may be a main challenge or barrier for many Classified Professionals. Classified Professionals who are also Faculty members can’t attend both Classified Senate and Academic Senate meetings due to their concurrent scheduling. Catt agreed, but pointed out that having the option of virtual attendance through Zoom has made meeting attendance and participation easier for people. Please email Irene if you have any ideas to share about improving LMC’s shared governance processes, or you have questions or feedback regarding the Participatory Governance Assessment Task Group and their focus group sessions.</p>
7.	<b>Committee Input and Report Outs</b>	<p><b>A. District Reports:</b> Classified Senate Coordinating Council (CSCC) has not met since the last Classified Senate meeting. BethAnn Stone reported that DGC met and they discussed the District Governance Survey, which went out to members who participate at the district level in governance and decision making. Cesar Reyes reported that DGC received a budget presentation and the District CFO will be visiting the colleges in April for a Budget Forum road show, with a potential visit to Classified Senate. DGC reviewed policy changes to the study abroad program and codifying its minimum age requirement of 18. Each college main campus will have a permanent drop box for students and the community in general to use. There is a poll of Contra Costa County voters that went out to test bond support, and 55% of voters are needed for the bond to pass. At the \$400 million level, around 60% of voters would support it and at the \$800 million level, there is 58% support. Non-resident tuition fees were increased by just under 5%, which is lower than the state average. Classified Senate also shared with DGC some conversations from our previous meeting pertaining to TAG committee.</p> <p><b>B. Shared Governance Council:</b> Irene Sukhu reported that SGC met and most of their time was spent answering questions in their Participatory Governance Assessment Focus Group Session. SGC also reviewed an Automotive proposal related to their car wrapping program. VPB&amp;AS Carlos Montoya sent out the 2023-24 Spring Resource Allocation Process (RAP) email, with the rubric included. On Wednesday, 2/28/24, Associate Vice Chancellor/CFO Tony Wold is presenting to SGC on the 2024-25 Governor’s Budget proposal.</p> <p><b>C. Strategic Enrollment Management:</b> SEM has not met since the last Classified Senate meeting. Irene Sukhu reported that SEM continues to meet in working groups.</p> <p><b>D. Safety Committee:</b> Lawrence Punsalang reported that Safety Committee oriented their new members and discussed the crack that was discovered in the foundation of the second floor of the college complex. Significant testing was undertaken to determine the cause and extent of the damage, and these results will determine the repairs that are needed and the corresponding timetable. Sheri Woltz added that an engineering committee is determining if extensive reinforcement is required.</p> <p><b>E. Planning Committee:</b> BethAnn Stone reported that Planning Committee discussed their membership and continued work with the three project teams that were developed last fall. These groups are focused on Program Review, Institution-set Standards, and Survey Data. Planning Committee also reviewed the National Assessment of Collegiate Campus Climates (NACCC) survey results and Dean Ryan Pedersen presented Planning Committee’s</p>

		<p>Participatory Governance Assessment Focus Group Session.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate meeting. Mika Mobley provided a brief update that she is working to gather faculty and student committee members for TAG.</p> <p><b>G. IDEA:</b> Catt Wood and Myles Crain reported that IDEA spent most of their meeting on their focus group and Dean Ryan Pedersen briefly shared about the the National Assessment of Collegiate Campus Climates (NACCC) survey results, which will continue at IDEA’s next meeting.</p> <p><b>H. Sustainability:</b> Sheri Woltz reported that Sustainability was chaired by Facilities Manager Jarrod Holcombe. The group discussed the assignments of how they will gather information and continue the committee’s work.</p> <p><b>I. Professional Development Advisory Committee:</b> Justin Nogarr reported that PDAC approved professional development requests, one of which is the California Virtual Campus-Online Education Initiative (CVC-OEI) workshop series for distance education. Two more Opioid Overdose Prevention and Naloxone (Narcan) online trainings will also pass through LPG and PDAC. PDAC continues to overhaul their website and a page has been created for the Equity in Action workshop series for Classified Professionals. A Classified Nexus page and Pedagogy Innovation Project page are also in development. Please let Justin know if you have any feedback related to PDAC’s site, which may be <a href="#">found here</a>. Justin also shared that the books from the “Graphic: Trauma &amp; Meaning in our Online Lives” focused flex are available online and in physical copies through the Library. Please refer to Jennifer Saito’s 1/29/24 “Join the LMC Employee Book Club!” email for more information about this book and the book club that is currently engaging with it.</p> <p><b>J. EEO Committee:</b> No EEO report out was available at today’s Classified Senate meeting.</p>
8.	Council Business	<p><b>A. Crab Feed 2024 Updates:</b> BethAnn Stone shared updates on the 2024 Crab Feed Scholarship Fundraiser. Ticket sales are going well, with over 100 out of a maximum 150 tickets sold. BethAnn will send out one final ticket sale announcement email before ticket sales close on Friday, 3/1/24. The Crab Feed Committee performed a walkthrough of the Student Union Conference Room with Facilities and we received support from food services for the use of the area’s equipment and resources for storage and food preparation. Grace Villegas and Sheri Woltz have worked in community partnership with Bonami who will donate bread, Coca-Cola and Markstein for beverages, and Tara Sanders who is donating wine from her wine bar. We have student volunteers as our servers for the event, and BethAnn will provide them with pizza and any tips that they earn will go towards their student clubs. Bookstore Manager Bob Estrada is donating LMC logo shirts for them to wear. For more information on the Crab Feed and to view the flyer, please refer to BethAnn’s 2/28/24 “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>B. Elections Committee:</b> BethAnn Stone shared that the Elections Committee met and revised the elections timeline. We have four Classified Senate Council positions that the Elections Committee will be organizing for spring’s Classified Senate Council elections. Vice President, Secretary, and the two-year term Council Member seats for Lawrence Punsalang and Irene Sukhu are up for election. 3/6/24 through 3/20/24 will be the call for nominations. From 4/1/24 to 4/8/24 the candidates will be received, and balloting begins on 4/10/24 with an email announcing the candidates and their positions. Balloting is done electronically and closes on 4/20/24. Ballots will be counted from 4/20/24 to 5/1/24 and at our last Classified Senate meeting of the term there will be an announcement of the election results and the appointing the new Council Members to start their term, which begins on 7/1/24. To nominate yourself or a Classified Professional colleague for Classified Senate or to learn more about the Spring 2024 CS Elections, please refer to Sandra Mills’s 3/4/24 “Classified Senate 2024 elections” email.</p>
9.	Adjourn Meeting	<p><b>Adjourn at 4:35 pm Action:</b> M/S: C. Reyes/S. Woltz (9-0-0)</p>