

CLASSIFIED SENATE MINUTES
Monday, January 29, 2023 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*, Courtney Diputado– *Council Member*

Attendees: Eloine Chapman, Nicholas Diaz-Galarza, Sharonda Frazier, Irma Gregory, Maria Hagberg, Mika Mobley, Justin Nogarr, Veronica Ortiz, Lyssa Shabusheva, Denise Uribe, David Valencia, Grace Villegas

Guest(s): Carl Chiu

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 3:07 pm.</p> <p>Announcements: BethAnn Stone announced that conference room SS4-412 in the Student Services building has been booked for the spring semester’s Pittsburg campus Classified Senate meetings. It is a bigger, brighter, and more centrally located meeting space in comparison to CC3-361.</p> <p>BethAnn Stone reminded the group that all permanent Classified Professionals are voting members at Classified Senate and should vote on items discussed and presented at meetings for approval. However, voting may only take place if the attending Council Members have met the quorum.</p> <p>BethAnn Stone announced that we are seeking representation from Classified Professionals to serve on three CS subcommittees. The first is the Scholarship Committee, and while we have a few volunteers, we can always use more. Participation in this committee is fun, rewarding, and a great way to learn about our students’ stories and be involved in the process of awarding scholarships. Next, the Elections Committee is seeking volunteers for the semester. The Vice President, Secretary, and the Council Member seats for Lawrence Punsalang and Irene Sukhu are up for election and Sandra Mills has agreed to lead the committee. We are also still seeking volunteers to support the Crab Feed scholarship fundraiser. Help is needed on the day before, and throughout the day and evening of the fundraiser. If you're interested in volunteering, please email Lawrence as he is our lead on that committee for volunteers. If you are interested in serving on one or more of these subcommittees, please contact BethAnn and she can connect you to the corresponding committee lead(s). If you are interested in serving as a Classified Senate Council Member, please consider running for one of the four positions up for election.</p> <p>BethAnn Stone shared that early bird tickets for the Classified Senate Crab Feed Scholarship Fundraiser are on sale until Thursday, 2/1/24, then the price will be raised to \$85 per ticket. The Crab Feed is scheduled for Saturday, 3/9/24, from 5:00 p.m. - 10:00 p.m. in the Student Union Conference Center. For additional information, please refer to Item 8.A. of these Classified Senate meeting minutes.</p> <p>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 p.m. – 4:30 p.m. in room L-109 at the Pittsburg Campus. Please refer to BethAnn’s 1/25/24 Classified Senate meeting announcement email for a complete list of dates and locations.</p> <p>BethAnn Stone announced that the LMC Basic Needs Center has invited interested LMC employees and students to participate in Opioid Overdose Prevention and Naloxone (Narcan) Training. Upon completion of the training, participants may receive free Naloxone (Narcan) kits to help reduce opioid overdose deaths in our communities. Interested employees and students are invited to join one of three spring online trainings and participants must register in advance. For more information, please see the flyers for the trainings which are attached to Dean Dave Belman’s 1/25/24 “[LMC Basic Needs Center] Opioid Overdose Prevention...” email.</p> <p>BethAnn Stone shared that the 2024 Joint Analysis Governor’s Budget is available for your information and reference. If you have feedback or questions of concern regarding this budget, please send them to your Classified Senate SGC representatives: Cesar Reyes, Grace Villegas, and/or Irene Sukhu. To view the document, please refer to BethAnn’s</p>

		<p>1/25/24 Classified Senate meeting announcement email.</p> <p>BethAnn Stone announced that the New Instructional Program Proposal from the Automotive Department was presented at SGC’s last meeting for first read. To view the document, you may refer to BethAnn’s 1/25/24 Classified Senate meeting announcement email. Please review and provide any feedback to Irene Sukhu, Grace Villegas and/or Cesar Reyes by Monday, 2/12/24.</p> <p>BethAnn Stone announced that the Office of Equity & Inclusion, Caring Campus, and Classified Senate are collaborating once again to bring the Equity in Action Workshops to Classified Professionals on three Fridays this spring. The workshops for the semester are on 2/9/24, 3/1/24, and 4/5/24, with lunch from 12:30 p.m. - 1:30 p.m. and content from 1:30 p.m. - 3:30 p.m. More information will be forthcoming on location, topics, and registration. Please refer to Justin Nogarr’s 2/7/24 “Equity In Action Workshop...” registration link email for information about the 2/9/24 workshop.</p> <p>Public Comment: Lyssa Shabusheva commented that a few colleagues have asked her to share her dynamic forms knowledge and expertise through an informal training session. If you are interested in joining this session, please contact Lyssa. Lyssa is also happy to provide a video link upon request for those who cannot attend.</p> <p>Caring Campus Spotlight: The Caring Campus Spotlight was tabled until the next Classified Senate Meeting. In the spirit of Caring Campus, BethAnn Stone shared two professional development opportunities with the group. BethAnn Stone shared the Leadership Institute for Tomorrow’s (LIFT) invitation to join their first 2024 Webinar series, which is co-sponsored by the CA Community College Chancellor's Office. It is titled “Cracking the Code: Navigating Campus Politics for Classified Professionals” and will be held on Zoom on Friday, 2/9/24. For more information and to view the webinar series flyer, please refer to the 4CS Senates 1/26/24 “LIFT WEBINAR SERIES...” event announcement email.</p> <p>BethAnn Stone shared an invitation from The LMC Community Education program to participate in the Lifelong Learning Center. This is an opportunity to share your passion with enthusiastic members of our senior community. For more information, please refer to Dave Wahl’s 1/29/24 “SHARE YOUR PASSION...” email.</p>
5.	<p>Approval:</p> <p>A. Agenda of 1/29/23</p> <p>B. Minutes of 12/11/23</p> <p>C. Teleconference Waiver Form</p>	<p>A. Agenda Action: Motion to approve the 1/29/2023 CS meeting agenda with no revisions. M/S: S. Woltz/C. Reyes (13-0-0)</p> <p>B. Minutes Action: Motion to approve the to approve the 12/11/2023 CS meeting minutes with one (1) correction to change the date on the header to read December 11, 2023 and not December 12, 2023. M/S: C. Reyes/C. Diputado (14-0-0)</p> <p>C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.</p>
6.	<p>Presentation:</p> <p>Technology Master Plan</p> <p>CS Council Spring 2024 Elections</p>	<p>A. Technology Master Plan: Carl Chiu presented the Technology Master Plan updates. Carl explained that development of a college-centric technology plan had been in the works since before his arrival at LMC. The Technology Master Plan 2022-2028 was approved by SGC about a year ago. The plan is available online for anyone to review at this link. While the document contains many details in terms of the college goals and missions and their points, the appendix for the plan will describe what items we are collectively putting into action in terms of the budgets and what is to be achieved. Carl expected that TAG committee will need to come together again to review, work through, and add to the Technology Master Plan, and he explained that there has historically been difficulty in TAG meeting quorum over the years. The question of whether TAG should remain a Brown Act committee or if it should be a working group will be eventually be answered when the shared governance task force review of our college’s meeting structures is completed. In the meantime, Carl is collectively assembling the group. Carl shared the Technology Plan Implementation section of the Technology Master Plan Appendix work-in-progress document. This section details the various technology projects, their statuses and estimated costs, and the Tech Plan goals and objectives each project relates to. He highlighted projects involving the replacement of PCs which recently achieved funding in the latest RAP cycle, such as the replacement of 82 classroom instructor podium systems. Carl recognized the need for TAG as a place for conversation in terms of the use of technology and our priorities for technology, but commented that TAG wants to avoid more operational questions such as a printer malfunction or non-campus centric topics such as Canvas. The floor was opened to questions about the Technology Master Plan.</p>

		<p>Lyssa Shabusheva asked if there was a provision made in the Technology Master Plan to compensate for the ending of the one-time COVID-19 funding that had provided laptops and Wi-Fi hotspots to students. Carl replied that he supports keeping funding alive for these laptops and hotspots to students but since it is a funding matter, he did not have an answer. BethAnn made a note of Lyssa’s question to bring to VPB&AS Carlos Montoya and/or President Pamela Ralston at a future occasion. Cesar Reyes asked when TAG is meeting next, and Carl replied that he is actively working to get the core group of representatives together again to plan and vote for their meeting schedule. An announcement for this will go out, and there will be time at the meeting for public comment. Carl anticipates a meeting in February with a fully participatory group of people in the core group to work on the appendix, and he hopes to have more agenda items. Irma Gregory asked when TAG last met and what steps were taken to revive the committee. Carl explained that their last meeting was in December 2022 and there have since not been agenda items presented for TAG to discuss, in addition to the aforementioned challenges meeting quorum. A digestion of work to do within the appendix in terms of the Technology Master Plan are the next steps for the committee. Cesar asked how direct technology support to students can be increased, such as through a student help desk. Carl shared that there is an area on the website for students to have access to some level of tech support, which can be found here, but thought that there should be more of an operational vision and funding to support students’ tech support needs. Lyssa commented that LMCAS is very active and Teresea Archaga and Lindsay Litowitz would be able to help identify a TAG student representative. BethAnn Stone thanked Carl for his presentation and expressed her excitement at the reinvigoration of TAG committee.</p> <p>B. <u>CS Council Spring 2024 Elections:</u> Due to a scheduling conflict with the lead for this presentation, Classified Senate agreed to table this item to the next Classified Senate Meeting.</p>
7.	Committee Input and Report Outs	<p>A. <u>District Reports:</u> BethAnn Stone reported that CSCC has not met since the last Classified Senate meeting. Cesar Reyes reported that DGC met and they discussed the Governing Board meeting, focusing on the Citizens' Bond Oversight Committee’s report, retirement and legislative advocacy, Equity & Inclusion plans, implementing the minimum wage increase to \$16.00, and adjustments to existing funding models and formulas. There are more than one Study Abroad committees in the District which are proposed to be combined into one committee. Classified Professionals will be invited to the membership of this committee, but the minimum requirements will not include the Classified member due to a lack of participation in the past. BethAnn Stone commented that she had never been notified about there being such a position on said committees in her time as CS President. BethAnn shared a brief announcement from Sandra Mills on behalf of Local 1, that they will be meeting with the District to discuss the remote work advisory which was sent to Classified Professionals in December. BethAnn expects to include a discussion item related to this advisory at an upcoming Classified Senate Meeting.</p> <p>B. <u>Shared Governance Council:</u> No SGC report out was available at today’s Classified Senate Meeting. Please refer to Item 2. for two announcements related to SGC. One is regarding the 2024 Joint Analysis Governor’s Budget and another pertains to the Automotive Department’s New Instructional Program Proposal.</p> <p>C. <u>Strategic Enrollment Management:</u> SEM has not met since the last Classified Senate meeting.</p> <p>D. <u>Safety Committee:</u> Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. <u>Planning Committee:</u> Planning Committee has not met since the last Classified Senate meeting.</p> <p>F. <u>TAG/Technology Plan Core Group:</u> TAG has not met since the last Classified Senate meeting.</p> <p>G. <u>IDEA:</u> IDEA has not met since the last Classified Senate meeting.</p> <p>H. <u>Sustainability:</u> Sustainability has not met since the last Classified Senate meeting.</p> <p>I. <u>Professional Development Advisory Committee:</u> PDAC has not met since the last Classified Senate meeting. BethAnn Stone and Justin Nogarr discussed adjusting the CS agenda to include a Professional Development item, which could be used for PDAC report outs as well as communications about Classified professional development opportunities at the college or District.</p> <p>J. <u>EEO Committee:</u> No EEO report out was available at today’s Classified Senate Meeting.</p>
8.	Council Business	<p>A. <u>Crab Feed 2024 Updates:</u> BethAnn Stone shared updates on the 2024 Crab Feed Scholarship Fundraiser. Ticket sales are going well, with approximately 75 tickets sold, and BethAnn is awaiting an updated number from the Cashier’s Office. We can sell as many as 150 tickets. The LMC Foundation board purchased a group of tickets after</p>

		<p>their meeting in January and have contributed a wine donation. The menu will be crab, chicken sausage and peppers, salad, pasta, and bread. There have been some inquiries about vegetarian and vegan food options and we have included pasta as a vegetarian option. Some of the peppers and onions that are cooked without chicken sausage will be put aside as another option for folks who might not be able to eat the crab. We will not be discounting ticket prices for people who choose not to eat crab since it is too difficult to manage and control. The band Project 4, who performed at last February's Winter Gala, are excited to perform again for this fundraiser. There will be less to organize in the way of decorations in comparison to the Winter Gala. We are thankful to have received an LMC Foundation mini-grant to pay for the overtime associated with the event. Also, the Student Life Office will help us find volunteers from the student clubs to work as our food servers, and in return the volunteers will receive the tips they earn for their clubs. Volunteers must still purchase a ticket if they want to eat crab, although BethAnn will be providing pizzas and sodas to feed them. Since beer and wine will be available for purchase, all attendees and volunteers must be 21 or over. The alcohol license permits have been endorsed by the District Chief of Police and President Ralston will also sign it soon, after which BethAnn will hand deliver it to the Contra Costa Alcohol Beverage board for approval. Please note that this is a cash only event and tickets must be purchased in advance either online or at the Cashier's window. Payments are accepted by cash, check, or online through the LMC Foundation website. Please put "Crab Feed" in the notes when submitting payment online through LMCF. We are also seeking donations for opportunity drawing prizes and silent auction items. We have one item for silent auction, an Air B&B stay in the sequoias which was donated by one of our Classified Professionals. Please reach out to your friends or family members who may have prizes to donate for a good cause, and every donation counts. For more information on the Crab Feed and to view the flyer, please refer to BethAnn's 1/31/24 "LMC Classified Senate Scholarship Crab Feed..." early bird ticket 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. Scholarship Committee: Due to a scheduling conflict with the lead for this presentation, Classified Senate agreed to table this item to the next Classified Senate Meeting.</p>
9.	Adjourn Meeting	Adjourn at 4:15 pm Action: M/S: C. Reyes/S. Woltz (11-0-0)