

CLASSIFIED SENATE MINUTES
Monday, April 8, 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*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

Attendees: Lisa Avery, Tuvshin Nanzad, Tatiana Pak, Lyssa Shabusheva, Grace Villegas

Guest: Nicole Friend (Steinberg Hart), Carlos Montoya, Ryan Pedersen, Pamela Ralston, Ines Zildzic

Item	Agenda	Outcomes
<p>1. 2. 3. 4.</p>	<p>Welcome & Introductions Announcements Public Comment Caring Campus</p>	<p>Welcome & Introductions: BethAnn Stone welcomed the group at 3:03 p.m. Announcements: BethAnn Stone announced that the 2024 budget forums have been scheduled. The session for LMC will be held at the Pittsburg campus in Room L-109, on Monday, 4/15/24 from 4:00 p.m. – 5:00 p.m. A hybrid option will be available. BethAnn Stone announced that the Elections Committee received one nomination, which was for one Council Member seat, and since the nomination was received in the allotted timeframe this seat has been filled. The committee has decided to extend the nomination period for the remaining open positions: Vice President, Secretary, and one Council Member seat. The new extended period will be through Friday, 4/18/24. Hopefully, this extended time will provide an extra opportunity for members who are interested in running to complete their nominations. If you would like more information on Classified Senate, please visit our website at this link. For more information on the 2024 Classified Senate Elections, please visit the CS Elections website. To view the nomination form and the instructions for its submission, please refer to Sandra Mills’s 4/16/24 “Classified Senate Nomination” email. BethAnn Stone announced that the LMC Basic Needs Center, in partnership with Contra Costa Health Services, invites interested LMC employees and students to participate in the final remaining Opioid Overdose Prevention and Naloxone (Narcan) Training of the semester. This training takes place online through Zoom on Friday, 4/26/24, from 11:00 a.m. – 12:00 p.m. Upon successful completion of the training, participants will receive a Narcan Kit to help reduce opioid overdose deaths in our communities. Please refer to Teresea Archaga’s 3/26/24 “[LMC Basic Needs Center] Opioid Overdose Prevention...” email for more information. BethAnn Stone announced that graduation is around the corner, and messages from employees to the Class of 2024 will be posted on the graduation website. If you would like to send a message to the Class of 2024, submit your message by the deadline of 5/1/24 using this form. Please refer to Dean Dave Belman’s 4/2/24 “[LMC Graduation] Submit a Message...” email for more information. BethAnn Stone announced that President Pamela Ralston’s “Coffee, Classified Professionals, and Conversations with the President” sessions continue this month. The next session will be held remotely through Zoom on Wednesday, 4/17/24 from 12:00 p.m. – 1:00 p.m. Please refer to Jennifer Adams’s 4/12/24 “REMINDER: Classified Conversations...” email for the complete information. Catt Wood announced that Pride Alliance is hosting a Pride prom, called “Unity Prom” on Friday, 4/12/24 from 5:00 p.m. – 9:00 p.m. The event is free admission and there will be music, dancing, and snacks. Public Comment: Catt Wood voiced words of encouragement and appreciation to the members in attendance. Tatiana Pak shared that a Student Parent Club has been formed. This club is designed to create a supportive and secure community for parents, where they can openly share their educational and parenting experiences, ask questions, and receive advice and resources. Tatiana and Andrew Murphy are serving as club co-advisors. Caring Campus: No Caring Campus updates were reported.</p>

5.	<p>Approval:</p> <p>A. Agenda of 4/8/24</p> <p>B. Minutes of 3/25/24</p> <p>C. Teleconference Waiver Form</p>	<p>A. Agenda Action: Motion to approve the 4/8/2024 CS meeting agenda. M/S: I, Sukhu/C. Diputado (9-0-0)</p> <p>B. Minutes Action: Motion to approve the 3/25/2024 CS meeting minutes. M/S: L. Punsalang/C. Wood (8-0-1; I. Sukhu abstained)</p> <p>C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.</p>
6.	<p>Presentation:</p> <p>ACCJC 2024 Midterm Report – 1st Read</p> <p>LMC Facilities Master Plan – 1st Read</p>	<p>A. ACCJC 2024 Midterm Report – 1st Read: Ryan Pedersen, Senior Dean of Planning and Institutional Effectiveness, presented the first read of the Accrediting Commission for Community and Junior Colleges (ACCJC) 2024 Midterm Report. Ryan began by providing a brief reminder on the midterm reporting process. In Fall 2023 the Accreditation Steering Committee obtained the Midterm Report template and the process of soliciting feedback was developed. Multiple presentations were made with several major committees. Feedback from these committees and the various groups and stakeholders (along with our Aspen application) was utilized to draft the 1st draft of the report. The report was edited by the Accreditation Steering Committee, sent to the campus for feedback, and edited by the marketing director. Ryan pointed out that every item and activity which is highlighted in the report was contributed by the campus community in some way. The Midterm Report has four primary sections, and Ryan summarized how themes were used as subcategories to report on our highlighted events and activities, and he provided examples of our responses to each section and elaborated on them:</p> <ul style="list-style-type: none"> A. Reflections on Continuous Improvement Since Last Comprehensive Review (in 2020) <ul style="list-style-type: none"> 1. Major Improvements reported include: <ul style="list-style-type: none"> a. Shared Governance/Participatory Governance b. Curriculum and Pedagogy c. Student Services/Support/Outreach/Engagement 2. Actions taken in response to ACCJC recommendations from peer review <ul style="list-style-type: none"> a. Statement provided by the District for all three colleges 3. How actions from A. 1 are helping gate college in relation to 2024 Accreditation Standards <ul style="list-style-type: none"> a. Standard 1 – Institutional Mission and Effectiveness b. Standard 2 – Student Success c. Standard 3 – Infrastructure and Resources d. Standard 4 – Governance and Decision-making B. Reflections on Institution-Set Standards and Other Metrics of Student Achievement <ul style="list-style-type: none"> 1. Review of Student Achievement Metrics 2. Review of Disaggregated Student Achievement Metrics 3. Action in response to patterns in B.1 and B.2 C. Reflections on Assessments of Student Learning <ul style="list-style-type: none"> 1. Review of Student Learning Outcome Data <ul style="list-style-type: none"> a. Highlight of the Pedagogy Innovation Project (PIP) b. Description of move to eLumen c. Description of LSA (Learning Support Outcomes) process in Student Services 2. Review of Disaggregated Student Learning Outcome Data 3. Actions in response to patterns in C.1 and C.2 D. Looking Ahead to the next Self Evaluation and Comprehensive Review <p>The next steps for the Accreditation Steering Committee include linking the evidence to the report, editing it for redundancy, length, and consistent voice, adding visuals and graphics, and returning to Classified Senate for a 2nd read on 4/22/24. BethAnn and the group thanked Ryan for presenting to Classified Senate. For your information and reference, the ACCJC Midterm Report 2024 First Read document has been included as an attachment to BethAnn Stone’s 4/10/24 Classified Senate meeting summary email. Please also visit the Accreditation Midterm Report 2024 webpage for more information. If you have feedback on the Midterm Report 1st Read, please reach Ryan or BethAnn.</p>

		<p>B. LMC Facilities Master Plan – 1st Read: Carlos Montoya, Vice President of Business & Administrative Services and Ines Zildzic, Vice Chancellor of Facilities Planning and Construction, presented the first read of the LMC Facilities Master Plan (FMP). Carlos explained that the draft plan was developed in collaboration with architecture firm Steinberg Hart using a four-phase process. In phase two, two planning options were developed, and we are in phase three, drafting the master plan. The fourth phase is final documentation, where the analysis and cost estimates are performed. Carlos described the challenges in gathering disparate pieces of information for a singular Master Plan document. One major consideration was the importance of collecting, reviewing, and analyzing various data points (which include condition assessment, wayfinding, programmatic feedback, enrollment, the cost component for each option, and data from existing planning documents) to guide the facilities master planning decisions. A second consideration was recognizing that there may be competing demands for project priorities. Carlos shared a summary of the Facilities Condition Assessment as an example of an important data point which was considered in the draft plan decision-making process. Carlos pointed out that the assessment reported a deferred maintenance cost of \$165.5 million, based on replacing systems as-is, with no escalation or additional costs accounted for. This report prompted much of the conversation early in the process to examine how we are planning for the future and using our resources wisely for the betterment of LMC, our students, and the community at large. Carlos also shared engagement data and common themes from the FMP surveys, and this data can be found on the Facilities Master Plan website. The three key “big moves” for the future of the Pittsburg campus are: shifting the campus toward the north to link more with the community, completing the loop road around the campus, and improving accessibility throughout campus with a welcoming pedestrian realm. The main walkway between Parking Lot A and Lot B is an example of the type of connecting and welcoming feature we want more of. Ines explained that there are two options in the draft plan, and she described the total estimated construction costs for each option and their key takeaways. Option 1 focuses on renovating existing programs in the College Complex and potentially relocating the Child Study Center to a central hub. Option 2 involves partially demolishing the College Complex and renovating the Student Services area. A critically important difference between the two options is that the Option 2 doesn’t require a swing space for ongoing operations to achieve the three key “big moves” that the campus has set forth for the FMP. The model will also allow us to include Guided Pathways into the new facilities, thereby aligning our physical-built environment with that of our Educational Master Plan. For these reasons, the Facilities Master Plan Draft highlights Option 2 as the path forward. Option 2 is likely a full 30-year plan, and Ines described the five different project groups, their timelines, and how they have been strategically aligned. Ines added that the sequence of these projects has not been worked out in detail. Planning for the Brentwood Center’s facilities was also described. Carlos shared the schedule of next steps for the FMP draft, which include a second read and approval with Classified Senate on 4/22/24, before fielding questions from the group. Cesar Reyes provided feedback that loading access to the new theater or performing arts center location would be necessary to unload lumber and other materials. BethAnn Stone and the group thanked Carlos and Ines for presenting to Classified Senate. For your information and reference, the Draft Facilities Master Plan PowerPoint presentation has been included as an attachment to BethAnn Stone’s 4/10/24 Classified Senate meeting summary email. Please review the plan and provide your feedback via the FMP Feedback Form.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: CSCC has not met since the last Classified Senate meeting. BethAnn Stone reported that at DGC it was noted from LMC Faculty that many people are struggling with meal cost limits, and this was requested as a formal agenda item. At a recent Business Services update training, VPB&AS Carlos Montoya mentioned that these limits are expected to be increased in July. Tony Wold, Associate Vice Chancellor/Chief Financial Officer, presented on the 2024-2025 Tentative Budget Assumptions, and much of this information will also be presented at the Budget Forums. The Health and Welfare updates were received, and in summary, Kaiser has reached their 25% year-over-year cap for the District. At the Governor level there was discussion about either suspending Prop 98 or, as a State, borrowing from the State general fund to address the current State of California deficit of \$37.8 billion. DGC also reviewed their recent survey, and one of the results prompted a discussion on sending meeting summaries district-wide and the usefulness of BoardDocs to accomplish this. DGC reviewed the 2024-2025 calendar and discussed the District’s EEO plan, which will be shared or presented at a future Classified Senate meeting for</p>

		<p>feedback.</p> <p>B. Shared Governance Council: SGC has not met since the last Classified Senate meeting.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee: BethAnn Stone reported that Planning Committee discussed the Midterm Report and the Annual Report and they received report outs from their project teams. The Institutional Effectiveness & Goal Setting team presented to Classified Senate and Academic Senate on the institution-set standards and their methodology has officially been accepted by the Senates. The Use of Survey Data project team developed survey flyers which summarize the results from multiple surveys and highlight the most pertinent results, the surveys' populations and purposes, and other relevant information. The Program Review project team's pause proposal was approved by Academic Senate, so Program Review is paused until Fall 2025. The next step is to gather feedback on the Program Review process; what works, and what should be changed.</p> <p>F. TAG/Technology Plan Core Group: No report out was available at today's Classified Senate meeting.</p> <p>G. IDEA: Catt Wood reported that IDEA could not meet quorum and will next meet in April to review grant proposals.</p> <p>H. Sustainability: No Sustainability report out was available at today's Classified Senate meeting.</p> <p>I. Professional Development Advisory Committee: No PDAC report out was available at today's Classified Senate meeting.</p> <p>J. EEO Committee: No EEO report out was available at today's Classified Senate meeting.</p>
8.	Council Business	<p>Elections Committee Updates: BethAnn Stone explained that the Elections Committee received one nomination for one Council Member seat, which has been filled by Lyssa Shabusheva. The committee has decided to extend the nomination period for the remaining open positions: Vice President, Secretary, and the second open Council Member seat. The new extended period will be through Friday, 4/18/24. BethAnn encouraged all Classified Professionals to consider nominating themselves or a colleague for one of the positions up for election, and described how enjoyable and rewarding it is to serve as a Classified Senate Council Member and how important involvement in CS is to us as a constituent group. If you would like more information on Classified Senate, please visit our website. For more information on the 2024 Classified Senate Elections please visit the Elections website here. For the nomination form and instructions for its submission, please refer to Sandra Mills's 4/16/24 "Classified Senate Nomination" email.</p> <p>Scholarship Committee – Awards: BethAnn Stone reported that Scholarship Committee will be awarding six (6) \$500.00 continuing student scholarship awards and four (4) \$1,000.00 transfer student scholarship awards, for a total of \$7,000.00 to be awarded. There were twenty (20) total applicants.</p>
9.	Adjourn Meeting	<p>Adjourn at 4:23 pm Action: M/S: I. Sukhu/C. Wood (8-0-0)</p>