

## CLASSIFIED SENATE MINUTES

Monday February 22, 2021

3:00 p.m. – 4:30 p.m.

Via Zoom

**Members Present:** Robert Delgado – *Interim President*, Marques McCoy – *Vice President*, Sandra Mills - *Union Rep*, T'Sendenia Gage – *Council Member*, Justin Nogarr – *Council Member*, Catt Wood – *Council Member*, Paul West, Irene Sukhu, Shondra West, Irma Gregory, Michelle McQuaid, Reggie Turner, Catherine Fonseca, Zachary Siliga, Courtney Diputado

**Member(s) Excused:** Letta Greene – *Treasurer*, Ninnette Alfaro – *Council Member*, BethAnn Stone – *Secretary*

**Guest(s) Present:** Rachel Anicetti, Edward Beanes, Sally Montemayor Lenz

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none"><li>Robert Delgado welcomed Classified Professionals to the Classified Senate Meeting</li><li>Shondra West announced the 4CS will be holding a Gathering of the Senates on March 17, 202. If you are interested in attending please visit <a href="http://www.ccccs.org">www.ccccs.org</a> to receive more information.</li><li>Sally Montemayor Lenz provided a Guided Pathways Update for Classified Professionals on the Scale of Adoption Assessment Report. This report is to provide the CCCCO with a progress update on where LMC is at in the adoption of Guided Pathways. In the report, you will note each of the four (4) paths and within each path you will note Practices A-F (seven for each path). These practices chronicles past work that has already been completed by Julie Von Bergen and Rudolf Rose and include the progress to date. This report will be reviewed at the Classified Senate's March 8<sup>th</sup> meeting, with feedback and acceptance at the March 22<sup>nd</sup> meeting.</li><li>No Public Comment(s) given.</li></ul>
4.	A. Agenda of 2/22/2021 B. Minutes of 2/01/2021	A. <b>Agenda Action:</b> M/S: C. Wood/S. Mills approved the agenda with no corrections ( <i>12-0-0</i> ) B. <b>Minutes 2/01/2021 Action:</b> M/S: M. McCoy/T. Gage approved ( <i>11-0-1; P. West abstained</i> )
4.	Presentation: Cooperative Work Experience Education  New Job Platform System-Handshake	<b>Cooperative Work Experience Education – Rachel Anicetti:</b> Rachel Anicetti provided the updates to be presented to the Governing Board on the Cooperative Work Experience Education Plan. Previously this information may have been disseminated via e-mail however, in an effort to increase collaboration and communication regular updates will be provided (as needed) to the Senates. Cooperative Work Experience Education is also known as CWEE or Work Experience. Work-based learning-including internship, extended job shadowing, apprenticeship and “Cooperative Work Experience” is an instructional strategy that integrates classroom study with planned and supervised experiences in the workplace to enhance learning. LMC has three (3) types of CWEE – general, occupational and internship. CWEE is a Title V requirement thusly, LMC is required to develop a plan that outlines these requirements and confirms the compliance of responsibilities for the District/College, Student and Employer. The updated version of the CCCCD CWEE Plan includes the allowance for minors to participate (with prior work authorization) and is reflective of the transition of LMC CWEE management and coordination from Workforce & Economic Development to the Transfer & Career Center. <b>New Job Platform System-Handshake – Edward Beanes:</b> Edward Beanes is here to announce our new job platform and career exploration-preparation system that launched with employers last week and will launch at

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	Professional Development	<p>LMC on March 3, 2021 (replacing previous College Central Network-CCN). This system will manage all of the previous items that CCN managed (i.e. job and internship postings), and much more! Handshake allows for increased interactions with employers, more employer recruitments, additional opportunities for students to present themselves to employers as their resume builds and skills increase. This new system has also been adopted by our sister colleges, and is widely used state-wide and nationally by universities and community colleges. The Transfer &amp; Career Center has been working with the District to implement a “soft roll-out” so personnel can become familiar with system, and in turn refer and/or assist students with the system. This platform will be available in online and mobile formats which will allow the College to host virtual mock interviews, resume checks and many other virtual events. Rachel Anicetti will be e-mailing more information and instructions on using Handshake, students will receive e-mails next week inviting them to create their own Handshake profile.</p> <p><b><u>Professional Development – Robert Delgado:</u></b> CCC and DVC will be hosting a Classified Professional Development Day during Spring Recess. They have offered to include LMC Classified Professionals in these activities however, we could develop something similar tailoring the event more towards our professional development needs. In addition, as part of the focus in the Classified Senate Anti-Racism Resolution we can invite a guest speaker or include workshops that promote and/or celebrate equity, diversity and inclusion. Robert noted that we have roll-over funds from last year in addition to monies allocated for this academic year which we will lose if not spent by June 30<sup>th</sup>. Robert is seeking input from Classified Senate on the interest in this event, ideas on activities, and general feedback. It was asked if any surveys have previously been done specifically targeting the professional development needs of Classified Professionals, including hard and soft skills. Robert conveyed that some surveys have been sent out with questions on professional development needs however, none have been specific to just those needs of Classified Professional Development. As Robert is seeking assistance in this endeavor from other Classified Professionals, part of this work will include a survey specific to the professional development needs of Classified Professionals. A suggestion is provided to offer Healing Centered Engagement training as an individual or group professional development activity. It is asked if some of the funds we have can be used to purchase supplies for presenters such as workbooks (i.e. COLORS presentation/training) as these can be expensive but is a helpful tool for Classified Professionals to have. Robert responded by requesting more information on these tools so he can communicate the request to Chancellor Reece at the next Senate President’s meeting. Sandra Mills also noted that these workbooks or tools can be purchased and reimbursed through CEEP. Overall, the Classified Senate was in favor of proceeding with an LMC Classified Professionals PD Day. Robert is seeking volunteers to form a sub-committee to support the development of a survey and structuring the event itself.</p>
6.	Committee Input and Report-Outs	<p><b>A. District Reports: DEEOAC-I. Gregory</b> – Emma Blackthorne reviewed recent information and presented the Fall 2020 Diversity Data for review. According to the data, we lost a significant number of student employees and classified hourlies. Consequently, we saw lesser diversity within these employee groups. It was noted that this was due to budget restrictions related to COVID-19 and similar matters. This led to a discussion on the</p>

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status of classified hourly staff and seasonal positions versus permanent positions. It was decided the Council would collaborate on presenting the EEO efforts of all three (3) Colleges using the MURAL application, so everyone could have a better understanding of the mutual efforts.

**Chancellor Reece Update-R. Delgado** – The Classified Senate Presidents from all three (3) colleges in the District have a standing meeting with Chancellor Reece. The next meeting is scheduled for March 3, 2021. Chancellor Reece sent an e-mail with District updates on February 18<sup>th</sup> outlining items such as campus vaccination clinics and the Enrollment Recovery RFQ and RFP. The Chancellor is seeking support to hire a consultant company to review our current enrollment procedures, processes and practices and implement a plan to improve enrollment over the next three (3) years. This plan includes the development of a marketing and outreach infrastructure and a through-put infrastructure, and conduct multiple enrollment campaigns. The “hold-harmless” on monies received from the State expire in three (3) years, if we continue with the current enrollment numbers we will have a deficit on the expiration date of \$25M. In order to cover this debt, we will need to increase the number of enrollments throughout the District over the next three (3) years. The \$10M to fund this project would be drawn from the additional federal and state COVID-19 funding the District received. It is noted that 100% of the CARES funding that expires at the end of this academic year, will be allocated for this project.

The Classified Senate provided the following input on this project:

- The RFQ as written appears to target the population that is already engaged with various social media venues, it may miss the population that is not fully engaged.
- We have existing Outreach departments and services within each College, it seems more logical to increase and support already existing and familiar departments.
- It is concerning that one project is expected to engage three (3) very different local communities to solicit enrollment.
- A consultant will be with us for three (3) years and then vacate, if we want this plan to be sustainable beyond the next three (3) years it seems logical to increase and improve upon internal programs or perhaps a three-year term appointment for Classified after the contract has ended.
- It is concerning that for the amount of funding that will be spent on this project only to end in three (3) years, that we may not get what we should from it. This funding may be better served designing a permanent position in the District for this work or allocating it to existing programs and services.
- If this consultant company is committed to specific outcomes such as increasing enrollment by XX% annually, it may be easier to measure the effectiveness of the company to meet our objectives.
- How are they going to measure the effectiveness of this project? Once COVID-19 restrictions are listed, enrollment is anticipated to increase...how will we know that the enrollment increase is due to this project or the lifted restrictions returning students to campus.
- It is noted that our 25 and older adult learner populations are generally not as tech or social media

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savvy and may not fit into the outlined marketing and outreach plan. This population is now refocusing and reentering the educational system in preparation for making themselves marketable again.

- If we invest money into existing, specific departments such as Marketing and Outreach by adding staffing to develop a plan that can be sustained beyond three years.
- A concern noted is the quick turnaround time for review, feedback and acceptance.
- It is a great idea but it does not seem to address marketing and outreach to all the populations we serve, nor how this plan will be sustainable beyond the three years. Is there any stipulation included in the RFP and RFQ if the hired consultant company does not meet the outlined outcomes (i.e. increasing enrollment)?

Any additional feedback on this topic should be emailed to Robert Delgado.

**CSCC-R. Delgado** – The CSCC reviewed *Business Procedure 18.04 Academic Senate and Classified Senate Budget Guidelines* and is discussing a proposal to the Governing Board to increase College Senate allocations and include a \$1,000 stipend for Senate Presidents. Job Links will be held virtually on June 3, 2021 with CCC hosting.

**DGC-R. Delgado** – In addition to the Enrollment Recovery RFQ and RFP, DGC was provided various procedures and policies that have been revised. It is quite extensive to share during this meeting therefore; Robert has placed the link to Board Docs in the chat so it can be viewed following the meeting. It is noted that 85-90% of the changes are a result of state and/or federal laws that have been revised.

**B. Shared Governance Council:** SGC reviewed the draft proposal for the new AST-Public Health instructional program. Robert will send it to Classified Senate via e-mail for review and feedback. Any input should be e-mailed to Robert and/or Marques McCoy to provide to SGC. SGC also discussed the ISLOs Core Group which is scheduled for tomorrow. Additional information on the ISLOs Core Group is included in the Planning Committee February Meeting Summary.

**C. Strategic Enrollment Management:** SEM is working on getting constituency representative positions on the committee filled. The workgroups are currently discussing and identifying which objectives they want to work on this semester, and which groups to collaborate with on these projects.

**D. Safety Committee:** Discussed the educational system in Contra Costa and being moved to 1B, and briefly discussed the return-to-work plan in possibly summer and fall. Be sure you feel safe when returning to work and that you discuss with your supervisor and identified personnel on any safety concerns in your work area. Lt. Ryan Huddleston is now the acting Lieutenant for LMC.

**E. Planning Committee:** Robert provided the summary of the February meeting summary - Chialin presented the EMP Action Plan alignment and the committee discussed the 13 EMP Progress Measures and identified areas and/or leads that are charged with the work aligned with the progress measure, the committees/offices/departments were identified for review and feedback of specific sections of the 2021 Employee Engagement Survey questions. The 2021 Employee Engagement Survey draft questions have been provided for Senate

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		<p>review and feedback (specifically on Section II-Shared Governance). Robert will send the draft survey questions to Classified Professionals via e-mail following the meeting today, If you have any feedback please provide it to BethAnn Stone via e-mail at <a href="mailto:brobertson@losmedanos.edu">brobertson@losmedanos.edu</a>.</p> <p><b>F. TAG:</b> The next meeting is tomorrow at 2:00 p.m. with the first 10 minutes allocated for Public Comment and the remainder of the meeting will be for Technology Plan Core Group work.</p> <p><b>G. IDEA:</b> Quorum was not met at the last meeting, no formal report as business was limited. IDEA is hoping to host a panel on March 1<sup>st</sup> for students to answer questions about their remote learning experiences.</p> <p><b>H. Sustainability:</b> Met and discussed goals for 2020-21 and timelines for implementation.</p> <p><b>I. Professional Development Advisory Committee:</b> No report.</p> <p><b>J. EEO:</b> We need more Classified Professional representation on this committee, please e-mail Robert if you are interested in serving.</p>
7.	<b>Council Business</b>	<p><b>A. Elections Committee:</b> No report however, there is information on the website. Elections start March 15<sup>th</sup>.</p> <p><b>B. Scholarship Committee:</b> Continuing work on solidifying the standards.</p> <p><b>C. Bylaws:</b> Robert Delgado and Shondra West will be meeting tomorrow. If you are interested in joining us in this work please send an e-mail to Robert and/or Shondra.</p> <p><b>D. Goals:</b> A report-out will be provided at the next meeting after the sub-committee has met again.</p>
8.	<b>Adjourn Meeting</b>	<p><b>Adjourn at 4:37 pm Action:</b> M/S: T. Gage/M. McCoy <i>(12-0-0)</i></p>