

## CLASSIFIED SENATE MINUTES

Monday March 8, 2021

3:00 p.m. – 4:30 p.m.

Via Zoom

**Members Present:** Robert Delgado – *Interim President*, Marques McCoy – *Interim Vice President*, Sandra Mills - *Union Rep*, Letta Greene – *Treasurer*, BethAnn Stone – *Secretary*, 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. Jennifer Fay, Susie Hansen, Eloine Chapman, Imelda Lares, Annica Soto, Tamara Green

**Member(s) Excused:** T'Sendenia Gage – *Council Member*, Ninnette Alfaro – *Council Member*

**Guest(s) Present:** 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>Robert Delgado announced the release of the survey on LMC Classified Professionals Development Day sent via e-mail. Please remember to complete the survey to provide the sub-committee with information on current professional development needs and possible workshops/activities to include. An invitation has been extended to Chancellor Reece to appear as the key-note speaker. It is commented that it would be nice if we could invite a speaker that is a classified professional, an inspirational speaker or an equity speaker. Given the short amount of time, it may not be possible to locate a different speaker however, it is something to consider for future CS PD days.</li><li>Public Comment(s): BethAnn Stone read the statement she submitted to TLC Chair Marci Lapriore to read during the Academic Senate Public Comment agenda item today. The statement is pertaining to the delay and structure of the ISLOs Core Group. Specifically, that these discussions and decisions should not be that solely of Academic Senate but should involve the Classified Senate and the LMCAS, as it is a shared governance process not just an instructional or faculty process. To read the full statement, click <a href="#">here</a>.</li></ul>
4.	A. Agenda of 3/08/2021 B. Minutes of 2/22/2021	A. <b>Agenda Action:</b> M/S: S. Mills/I. Sukhu approved the agenda with no corrections <b>(21-0-0)</b> B. <b>Minutes 2/22/2021 Action:</b> M/S: S. Mills/P. West approved with one (1) correction to the numbering of items <b>(19-0-2; abstentions-L. Greene, I. Lares)</b>
5.	Presentation: Guided Pathways	<b>Guided Pathways – Sally Montemayor Lenz:</b> Sally Montemayor Lenz presented the final draft of the required Statement of Assurances with progress updates included for Guided Pathways. Sally visited the Classified Senate in February for the first read, and is presenting the document again for the second read. The SOAA includes an update on where the College is at in institutionalizing and implementing the four (4) pillars of Guided Pathways. This includes attracting students to the College and clarifying the path; the mapping of programs and courses to get on the path; providing support resources to stay on the path; utilizing assessment and evaluation to ensure learning after they leave the path. In this report, the College is showcasing what we are doing and also identifying any gaps and our plan to fill them in the next two (2) years. This report is also available on the Guided Pathways website for viewing. Sally noted while there is more work to be done, this is the next step in fulfilling the requirements of the initiative. Any comments or feedback should be submitted to Sally via e-mail by Friday.

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	CS Goals & Objectives	<p><b><u>CS Goals &amp; Objectives – Robert Delgado/Justin Nogarr, Marques McCoy, Sandra Mills, Irene Sukhu, BethAnn Stone:</u></b> Robert Delgado provided a brief review of the background and process in the development of the approved Classified Senate 2021-2025 Goals. The exercise today will utilize breakout rooms and facilitators to brainstorm ideas to assist the CS Goals Committee in drafting objectives. Participants can choose to move to another goal breakout room after five (5) minutes, or remain in the same goal breakout room. At the conclusion of the breakout rooms, there will be time for a brief report-out from each goal.</p> <p>The following discussions (by goal breakout room) were noted:</p> <p><b><u>Goal #1: Develop and promote additional opportunities for CS Professionals to participate in activities that embrace diversity and celebrate multiculturalism (Facilitator-Justin Nogarr)</u></b></p> <ul style="list-style-type: none"><li>• Implement diversity through multi-cultural activities or ice breakers at the beginning of each meeting</li><li>• Develop a Classified Nexus, including a component on diversity and sharing various cultures</li><li>• Promote and sustain retention of Classified Professionals by embracing diversity and multiculturalism. This can include: food - ethnic cook-off/potlucks; holiday and ethnic festivities; share-out regional celebrations of diversity share-outs.</li></ul> <p><b><u>Goal #2: Enhance Classified professional's communication between Classified Senate and the community and constituents' groups (Facilitator-Sandra Mills)</u></b></p> <ul style="list-style-type: none"><li>• Research other campus C.S to see what they do for communication between Classified and other campus constituents as well as larger community. --could help us form objectives</li><li>• A monthly Newsletter: The newsletter would raise awareness that we have C.S. and what we do- showcase what C.S is doing and spotlight Classified Professionals on campus. All Classified Professionals would be spotlighted. Some concerns were raised that this would be another email that no one read however, if it is made direct and not too wordy it would be easier to digest and may get a better response. In this new virtual world, we need to work to make things fun and interesting in order to attract the reader/viewer. The newsletter could include pictures to make it more relatable and bullet points for easier reading. We can include stories from Classified Professionals, send it via e-mail to the campus community (as District does), includes links on CS website. Annica Soto is excited by this and has volunteered to help with this should we go ahead.</li><li>• Have a welcome event or an open day on campus. The welcome event would showcase-spotlight what C.S. does on campus. We can provide food and have Classified Professionals provide information and details on the benefits of joining the C.S.</li><li>• People were impressed with Beth's statement that she read earlier in regards to ISLOS. This might be something we could emulate when issues come up. It gives Classified and C.S. a voice, we might want to think about creating collective statements like this that comes from Senate. This would also bring attention to what we do as a C.S.</li><li>• Create videos to help communicate endeavors. The videos should be short, fun and light-hearted. A recruitment video can be created for new Classified staff. The videos can be placed on the C.S. website as well.</li></ul>
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|  | <ul style="list-style-type: none"><li>• Social Media- create a Facebook account and/or a Tik-Tok. Utilize the C.S. Canvas shell as a bidirectional communication tool such as posting messages. Both could be a place to put some of the ideas presented, videos, newsletter.</li><li>• Current Classified Professionals involved in C.S. could contact new Classified Professionals and provide a warm welcome to LMC, let them know about C.S. and the benefits of joining as well as the various modes of communication and how to get involved.</li><li>• Some other ideas discussed were - Canvas training, Leadership training, Mentoring new Classified staff.</li></ul> <p><u>Goal #3: Increase by 10% the number of Classified Professionals participating in LMC, 4CD and State committees, activities and professional development opportunities. (Facilitator-BethAnn Stone)</u></p> <ul style="list-style-type: none"><li>• When we return to campus, tabling of C.S. and various college committees on Opening Day and Mustangs Week would help to recruit Classified Professionals to join and get involved in shared governance. In a virtual world tabling can be done via Zoom using breakout rooms and a virtual lobby.</li><li>• Videos can be posted on the C.S. Canvas shell and/or website with various committee chairs stating the benefits of joining their committee, and C.P.s can share their personal experiences on a committee they have joined or in C.S. We can also look at our funding and possibly pay for our Marketing department to develop videos with snippets of the last five (5) years of committees. This can include members sharing their experiences on a committee(s), videos of projects or work that committees have done.</li><li>• Develop a postcard that includes a short and brief statement about each committee.</li><li>• When we return to campus, we can reach out in person to C.P.s individually to promote involvement in C.S. and share our experiences and the joys of participating. Virtually, we can conduct targeted calls to C.P.s providing the same information.</li></ul> <p><u>Goal #4: Encourage Classified professionals to act as a liaison between the Classified Senate and the LMC community to build and sustain connections that foster and nurture a culture of respect, dignity, and inclusion. (Facilitator-Irene Sukhu)</u></p> <ul style="list-style-type: none"><li>• No share-out to report, there was not a lot of participants that joined this breakout room.</li></ul> <p><u>Goal #5: To collaborate with our college foundation and Financial Aid Department, and continue to encourage participation from Classified Professionals and community members. Consistently create opportunities for monies to be generated through events, activities and fundraisers that intentionally engage pillars of our community. (Facilitator-Marques McCoy)</u></p> <ul style="list-style-type: none"><li>• We are in need of funding, which has been proven difficult given the recent pandemic. The discussion centered around e-vents to help offset previously held in-person events such as the holiday luncheon and crab feed. One of the e-vents suggested was a virtual happy hour where attendees could purchase a ticket and join various breakout rooms to mingle and share cocktail recipes.</li><li>• C.S. could participate in the Amazon Smile Program, or in similar programs through WalMart, Safeway and Target.</li></ul> |
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		<ul style="list-style-type: none"> <li>• Partnering with food trucks to come to campus with the C.S. receiving a percentage of the profits.</li> <li>• Develop appreciation forms for community members and scholarship donors.</li> </ul>
6.	<b>Committee Input and Report-Outs</b>	<p><b>A. District Reports: Chancellor Reece Update-R. Delgado</b> –Chancellor Reece provided an update to the District C.S. Presidents. The following information was provided:</p> <ul style="list-style-type: none"> <li>• Mechanisms are in place within the District to track who is vaccinated and who is not. It is encouraged to download the Google or Apple app for COVID-19 vaccinations.</li> <li>• Look out for an e-mail coming from Chancellor Reece seeking input on the return-to-work plan. The District has partnered with CC County Health on providing mobile vaccinations both on and off campus.</li> <li>• The RFQ was sent out and there have been 16 submissions, the RFQ selection committee will be reviewing them and then narrow the submissions down to no more than eight (8) qualified applicants. It is scheduled to go to the April Governing Board meeting with a request to move forward with an identified consultant company. The selection committee for this RFQ is comprised of the CSCC Chair, Local One President, UF President and FSCC Chair. The submissions are not open for viewing; it is only accessible to the selection committee.</li> </ul> <p><b>B. Shared Governance Council:</b> SGC reviewed the SEM Committee charges, mission and guided principles. Robert will e-mail the SEM documents and Sustainability charges under review and approval by SGC. If you have any feedback to provide, e-mail your input to Robert Delgado and Marques McCoy. SGC also discussed the ISLOs Core Group reporting structure and has included this topic on the agenda for Wednesday’s meeting.</p> <p><b>C. Strategic Enrollment Management:</b> Tabled until next meeting due to time constraints.</p> <p><b>D. Safety Committee:</b> Tabled until next meeting due to time constraints.</p> <p><b>E. Planning Committee:</b> Tabled until next meeting due to time constraints.</p> <p><b>F. TAG:</b> Tabled until next meeting due to time constraints.</p> <p><b>G. IDEA:</b> Tabled until next meeting due to time constraints.</p> <p><b>H. Sustainability:</b> Committee charges are scheduled for final review and approval at the SGC meeting on Wednesday. Jennifer Fay noted that one of the committee’s goals is to work with faculty such as Biology, on including topics of sustainability in curriculum or teaching practices. The Committee is currently planning future goals on the premise of a return-to-campus. March 18, 2021 there will be a district-wide Sustainability meeting.</p> <p><b>I. Professional Development Advisory Committee:</b> Tabled until next meeting due to time constraints.</p> <p><b>J. EEO:</b> Tabled until next meeting due to time constraints.</p>
7.	<b>Council Business</b>	<p><b>A. Elections Committee:</b> The website for elections has been developed and goes live next week. Nominations start March 15<sup>th</sup>.</p> <p><b>B. Scholarship Committee:</b> No report, has not met since last meeting.</p> <p><b>C. Bylaws:</b> Robert Delgado and Shondra West met and discussed current bylaws. Approach is to review the</p>

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		current bylaws and identify those that we either not doing or should be doing. <b>D. Goals:</b> Please note earlier presentation and activity on drafting CS objectives for approved goals.
<b>8.</b>	<b>Adjourn Meeting</b>	<b>Adjourn at 4:43 pm Action:</b> M/S: B. Stone/I. Sukhu <i>(15-0-0)</i>