

**CLASSIFIED SENATE MINUTES**  
**Monday, March 11, 2024 3:00 – 4:30 pm**  
**SS4-412/BRT-135 & ZOOM**

**Members Present:**

**Council:** BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Aaron Nakaji – *Secretary*, Courtney Diputado – *Council Member*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

**Attendees:** Eloine Chapman, Myles Crain, Mika Mobley, Lyssa Shabusheva, David Valencia, Grace Villegas

**Guest:** Juliet Casey, Nicole Friend (Steinberg Hart), Kaitlynn Galbraith, Carlos Montoya

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 p.m.  <b>Announcements:</b> BethAnn Stone announced that Classified Senate Elections are now underway. We are accepting nominations for the office of Vice President, Secretary, and two Council Member seats. Nominations are accepted from 3/5/24 through 3/29/24. The newly elected officials will take office on 7/1/24 for terms ending on 6/30/26. The Elections Committee will review the ballots and candidates and inform Classified Senate of the candidates for a vote, if necessary, for any of the open positions. A vote is only necessary if there is more than one person running for the office. If no one running against that person, then Classified Senate would choose to approve their appointment. The announcement of the election results and the final approval of the candidates takes place at the last Classified Senate meeting of the semester, on 5/6/24. 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 or visit the Classified Senate elections page, which can be found <a href="#">here</a>.  BethAnn Stone announced that CCC has sent out their save-the-date email for JobLinks 2024. The event is scheduled for Thursday, 5/23/24 and the theme this year is "Collaborate, Create and Cultivate!" A pre-event survey is included in this communication, which closes on Tuesday, 3/12/24. For more information, please refer to Jessica Martin’s “JobLinks 2024 @CCC...” save-the-date email, sent on 3/6/24. BethAnn noted that LMC will host JobLinks in 2025.  BethAnn Stone announced that President Pamela Ralston’s “Coffee, Classified Professionals, and Conversations with the President” sessions are continuing. The next session will be held in-person on Tuesday, 3/13/24 from 11:30 a.m. – 12:30 p.m. in room BRT-135 at the Brentwood Center. Please refer to President Ralston’s 3/5/24 “Reminder: Coffee, Classified Professionals...” email for more information.  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.  <b>Public Comment:</b> Lyssa Shabusheva shared that faculty are welcome to visit the Office of Instruction at Pittsburg or the Faculty Rest Area at the Brentwood Center for goodies and activities.  A comment was made that Classified Professionals have not had the option to attend both Classified Nexus and Classified Senate meetings since they have been scheduled at the same time. BethAnn Stone mentioned that she is part of the Classified Nexus planning group and she will raise this concern to the group at the next Nexus planning meeting. BethAnn encouraged everyone who participated in Classified Nexus to share any concerns and feedback they may have through the Classified Nexus Survey.  <b>Caring Campus:</b> BethAnn Stone recognized Lawrence Punsalang for coordinating the student volunteers before and during last Saturday’s Crab Feed fundraiser. The students seemed to really enjoy the experience even though they were</p>

		working. BethAnn and the group congratulated and applauded Lawrence for caring for our students and helping make the event such a success.
5.	<b>Approval:</b> <b>A. Teleconference Waiver Form</b>  <b>B. Agenda of 3/11/24</b>  <b>C. Minutes of 2/26/24</b>	<b>A. Teleconference Waiver Form:</b> Motion to approve the Teleconference Waiver Form submitted by Lawrence Punsalang due to Just Cause (working at local high school for Outreach activities). <b>M/S:</b> C. Reyes/C. Diputado (7-0-0) <b>B. Agenda Action:</b> Motion to approve the 3/11/2024 CS meeting agenda with one revision to move “Item 5.C. Teleconference Waiver Approval” up to “Item 5.A.” before the agenda approval. CS President noted that the agenda will be updated to consistently place this item as “5.A.” with the agenda and the minutes to follow chronologically. <b>M/S:</b> C. Reyes/I. Sukhu (7-0-0) <b>C. Minutes Action:</b> Motion to approve the 2/26/2024 CS meeting minutes. <b>M/S:</b> C. Reyes/I. Sukhu (7-0-0)
6.	<b>Presentation:</b> Facilities Master Plan Updates Task  LMC Seal Draft Designs	<b>A. Facilities Master Plan Updates:</b> Nicole Friend, from architecture firm Steinberg Hart, presented an update on the Facilities Master Plan. Nicole shared a slideshow presentation, which BethAnn Stone mentioned will be included as an attachment in an upcoming Classified Senate Meeting summary email. Steinberg Hart has been gathering information from LMC’s various communities through meetings and surveys and are now seeking feedback on the next step of this process, which is the draft plan and the options we will carry forward. 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 pedestrian realm. There are two options in the draft plan that Nicole is seeking feedback about. The first looks at investing in the College Complex. This option includes demolition and relocation of the Child Study Center, Pantry, and Gym, and renovation of the College Complex, Core Building, Music Addition, and Science Building. Nicole shared the three project groups for this option, their priorities (expressed as a timeline), and the proposed locations for LMC’s areas. Sites in this option were identified as potential building, parking, and housing sites. The second option explores a divestment strategy in the College Complex, wherein most of the College Complex, the Gym, Pantry, and part of the Child Study Center are demolished and moved to new building sites. The Student Services area, Science building, and remaining part of the Child Study Center would be renovated. This option also has two main project groups whose priorities/timelines vary. Nicole explained how programs would be relocated and described the benefits to the building locations in the second option before fielding questions from the group. Cesar Reyes asked about ramp and loading/unloading access to the new centrally located Performing Arts building in option two. VPB&AS Carlos Montoya explained that a fire road would run adjacent to the building site which would grant vehicle access. Lyssa Shabusheva and others in the group also commented on the close location of the Child Study Center to classrooms and/or roads in the options presented, and the potential for traffic issues caused by its drop-off location. Nicole explained that these challenges would be addressed in the programming and design stages of the plan. Nicole also reviewed the Space Projections slide, which displays as a graph LMC’s space utilization and projects into the future how space is used as enrollment grows. BethAnn and the group thanked Nicole for presenting to Classified Senate. <b>A. LMC Seal Draft Designs:</b> The LMC Marketing team (Director of Marketing & Media Design Juliet Casey, Senior Web Administrator Eloine Chapman, Graphic Design Specialist David Valencia, and Student Intern Kaitlynn Galbraith) presented the draft designs of the new LMC official seal. A nomination form was available to those who attended the meeting in-person, and BethAnn Stone added that feedback can also be submitted electronically, with a deadline of 3/13/24. Juliet explained that Marketing worked with their student interns to develop the presented seal design concepts. David shared that the designs were first presented to President’s Cabinet and this is the second round of feedback. Six seal designs were presented to the group, who were asked to indicate their favorite and second favorite designs. Eloine described how the history of LMC and the location of the college in Pittsburg and Brentwood influenced the imagery and symbols that appear in the designs. Lyssa Shabusheva asked what the seal would be used for, and Juliet clarified that essentially the seal would be a symbol that LMC uses more officially and formally to authenticate documents or for ceremonial purposes. Their goal is to narrow the number of designs down to two finalists, which may be altered based on feedback received, and ultimately the campus will come together at

		the 5/1/24 College Assembly to vote on a winning design. Juliet thanked the group for providing their feedback and BethAnn appreciated the Marketing team for creating and presenting the designs. To view the proposed draft designs, please refer to BethAnn's 3/7/24 Classified Senate meeting announcement email.
7.	<b>Committee Input and Report Outs</b>	<p><b>A. District Reports:</b> BethAnn Stone reported that DGC had a first read of updates to Curriculum and Instruction Procedures 4001 and 4012. 4012 is related to work experience updates that have resulted from recent changes to California Education Code 78249. 4001, which pertains to the formulas for hours and units of credits, was similarly updated to align with these Education Code updates. Classified Senate Coordinating Council (CSCC) discussed requesting a budget increase, since Academic Senate and the Faculty Senate Coordinating Council reported that they are entering conversations about needing an increase to their budget. CSCC also discussed the budget for JobLinks and worked to identify additional professional development funds to help with JobLinks. CCC is working on their guest speakers for JobLinks, so please forward to BethAnn the names and information of candidates whom you think could be a potential guest speaker.</p> <p><b>B. Shared Governance Council:</b> Cesar Reyes reported that SGC received a presentation on the budget and because there haven't been any extensions to the tax filing deadline this year, we should have some numbers in the next few months that indicate where budgets are going for the state. BethAnn Stone commented that she is working to schedule Associate Vice Chancellor/CFO Tony Wold to present on the budget to Classified Senate as well. Dean Ryan Pedersen visited SGC to discuss the ACCJC midterm report, and Irene Sukhu added that SGC also received the same Facilities Master Plan Updates presentation that CS received at today's meeting.</p> <p><b>C. Strategic Enrollment Management:</b> Irene Sukhu reported that SEM met and most of the meeting was spent on the committee's Participatory Governance Assessment Task Group focus group survey.</p> <p><b>D. Safety Committee:</b> Safety Committee has not met since the last Classified Senate meeting.</p> <p><b>E. Planning Committee:</b> BethAnn Stone reported that Planning Committee discussed the ACCJC midterm report and spent time working with the Institution-set Standards project team. Planning Committee is also working on a distance education substantive change report. This report is required for accreditation, post-COVID, if more than 50% of our courses are online. The Use of Survey Data project team updated the group on their development of a form which communicates the highlights from various surveys to streamline the use of the survey data in decision making.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate meeting.</p> <p><b>G. IDEA:</b> IDEA has not met since the last Classified Senate meeting and Myles Crain provided a brief update that they are next meeting in April to begin reviewing mini-grant applications, and he encouraged the group to submit their proposals.</p> <p><b>H. Sustainability:</b> Sustainability has not met since the last Classified Senate meeting.</p> <p><b>I. Professional Development Advisory Committee:</b> No PDAC report out was available at today's Classified Senate meeting.</p> <p><b>J. EEO Committee:</b> EEO has not met since the last Classified Senate meeting.</p>
8.	<b>Council Business</b>	<p><b>A. Crab Feed 2024:</b> BethAnn Stone expressed her appreciation for the Crab Feed Committee members and each of the Classified Professionals and student volunteers who contributed to making the Crab Feed fundraiser such a successful event. A full Treasurer's report will be presented at the 3/25/24 Classified Senate meeting, which will include the balances of each of the Classified Senate accounts. BethAnn shared the tentative fundraising outcomes from the Crab Feed. Our student volunteers had a lot of fun and together raised \$1,061 in tips which will fund their student clubs. We received many generous donations to help offset the costs of food and beverages. \$2,933 in total was deposited today from the proceeds from drink sales and tickets sold from the opportunity drawing. Approximately 115 tickets to the event were sold, and subtracting the cost of the crab (\$3,800) and the band (discounted price of \$1,100), we will have about another \$4,500 to deposit. We don't have to award all of this as scholarships this cycle, and we'll determine together at our next meeting how much in total we want to send to our scholarship account. We typically promise \$4,000 to \$4,500 for scholarships, and funding in excess of this may be saved for a future scholarship award cycle.</p> <p><b>B. Graduation Name Readers:</b> BethAnn Stone explained that Classified Senate is presenting for approval two</p>

		<p>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. We were not able to find any recent retirees to participate, so Irene Sukhu and Lawrence Punsalang reached out to the people who were “Caught Caring” to identify potential Name Readers. We have two candidates from this group: Erika Messenger and Bridgette Garcia Alvarado. <b>Motion</b> to approve two (2) previous “Who Got Caught Caring?” winners, Bridgette Garcia Alvarado (DSP&amp;S) and Erika Messenger (Nursing) as the 2024 Graduation Name Readers. <b>M/S:</b> C. Reyes/L. Punsalang (6-0-0)</p>
<p><b>9.</b></p>	<p><b>Adjourn Meeting</b></p>	<p><b>Adjourn at 4:30 pm Action:</b> M/S: C. Reyes/I. Sukhu (6-0-0)</p>