

CLASSIFIED SENATE MINUTES

Monday March 22, 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*, T'Sendenia Gage – *Council Member*, Ninnette Alfaro – *Council Member*, Paul West, Irene Sukhu, Shondra West, Irma Gregory, Reggie Turner, Catherine Fonseca, Courtney Diputado, Susie Hansen, Tamara Green, Andrew Murphy, Lawrence Punsalang

Member(s) Excused:

Guest(s) Present: Sally Montemayor Lenz, Sabrina Kwist

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none">Robert Delgado welcomed Classified Professionals to the Classified Senate MeetingSabrina Kwist extended appreciation and gratitude to all Classified Professionals for their hard work and dedication to supporting students and the College as a whole. Sabrina shared the recent e-mails from our President and Chancellor demonstrating our support of the Asian-Pacific Islander (API) community and our elder community. This Saturday the Silence is Violence virtual workshop touches upon various communities such as LatinX, API and African-American men.Lawrence Punsalang from DSP&S also noted the Movies for Mental Health activity on April 21, 2021 from 3-5:00 p.m.Robert Delgado reminder the Classified Senate of Spring Recess next week and the Classified Professional Development Day on Tuesday March 30th and Wednesday March 31st. More information will be communicated later in the meeting.Robert Delgado and BethAnn Stone reminded the CS to participate in the Employee Engagement Survey by April 9, 2021.Public Comment(s): No public comment(s) given.
4.	A. Agenda of 3/22/2021 B. Minutes of 3/08/2021	A. Agenda Action: M/S: S. Mills/C. Wood approved the agenda with no corrections (<i>19-0-1; L. Greene abstained</i>) B. Minutes 3/08/2021 Action: M/S: S. Mills/C. Wood approved the minutes with no corrections (<i>20-0-0</i>)
5.	Presentation: Guided Pathways Technology Plan Core Group	Guided Pathways – Sally Montemayor Lenz: Sally Montemayor Lenz noted that all feedback has been received and edits have been incorporated. Sally extended gratitude and appreciation to Paul West, Marques McCoy and Irene Sukhu for their feedback and communication efforts. Following submission of the Statement of Adoption, the CCCCO typically compiles a report after reviewing all CA community colleges SOAA submissions, providing a summary of the overall progress in adoption Guided Pathways. This report will be submitted in early April 2021. with progress updates included for Guided Pathways. Technology Plan Core Group – Sandra Mills: Sandra Mills provided a brief overview of the status and progress of this core group in developing the LMC Technology Plan. At this point there is not much to note in the draft however, the focus for feedback at this point is the plan themes and the two (2) possible mission statements noted

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	<p>CS Development Day</p> <p>LMC/CS Apparel</p>	<p>in the presented draft. Please review these areas, provide your input and identify if there are any gaps via e-mail to Sandra Mills and/or Robert Delgado to communicate to the Core Group at their next meeting. Sandra noted that the Core Group will be meeting with WAG tomorrow. The following feedback was provided:</p> <ul style="list-style-type: none">• The Technology Plan should include technical support for students, especially since we have deployed laptops to students for distance learning.• Item #4 notes the development of a centralized training portal, should Grow @4CD be included in this for tracking? <p><u>CS Development Day – Robert Delgado, Marques McCoy, Shondra West, Irma Gregory:</u> Robert Delgado extended gratitude and appreciation to Catt Wood, Irma Gregory, Marques McCoy, and Shondra West for all their hard work in developing this event. Chancellor Reece will be our guest speaker on Wednesday March 31st, if you have any questions for the Chancellor please send them to Robert Delgado in advance. Robert also noted that the team was invited to the last President’s Council meeting to present the event and get Managers’ support. The presentation went well and Managers were very supportive of the activities.</p> <p><u>LMC/CS Apparel – Marques McCoy and Andrew Murphy:</u> It was noted at a previous CS meeting the rollover funds from 2019-20 budget that need to be used by the end of this academic year (June 30, 2021). We currently have approximately \$8,700.00 in our Operating Budget. Each College in the District has opted to provide apparel to all permanent monthly Classified Professionals. The goal is to have these items available and possibly disseminated by JobLinks on June 4th. Andrew Murphy from the LMC Bookstore provided a presentation of the options and the associated costs with each option:</p> <ul style="list-style-type: none">• Black or Grey 100% Cotton Polo Shirts available in sizes Small through 4XL (if we order 128 shirts the cost will be \$28.99/ea and \$31.53 with tax).• Black, Graphite, Red or Burgundy 100% Polyester Polo Shirts available in sizes Small through 4XL (if we order 120 shirts it will be \$24.99/ea and \$27.18 with tax).• Black, Black & Graphite, or Graphite light-weight Windbreakers with a hood available in sizes Small through 3XL (if we order 120 windbreakers the cost will be \$34.99 and \$38.05 with tax).• Black, Grey, Red or Maroon 100% Polyester with Microfleece Soft Shell Jacket (if we order 120 jackets the cost will be \$45.98/ea and \$50.00 with tax).• Ladies options are available in the Polo Shirts and the Soft Shell Jackets.• Is it possible to add a basic full color imprint logo tee for \$1,400.00?• The total costs breakdown is as follows:<ul style="list-style-type: none">○ 120 100% Cotton Polo Shirts + 120 Windbreaker Jackets = \$8,349.60○ 120 100% Polyester Polo Shirts + 120 Windbreaker Jackets = \$7,827.60○ 120 Soft Shell Jackets = \$6,000.00 <p>The embroidery on the Windbreakers and Soft Shell Jackets looks really good, it is not recommended to go with a silk screen logo on these items. Additionally, embroidered logos is not recommended on tee-shirts. It is also noted</p>
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		<p>to not order the 100% Cotton Polo Shirts as cotton clothing will shrink and fade much quicker. It is noted that the purchase of this apparel can be used as a marketing tool and part of our Caring Campus Initiative. We may want to look at conducting a Doodle Poll to see what styles and sizes are preferred. As with most apparel vendors there is a minimum quantity order on embroidery items, and the more you purchase the more of a price break we (the customer) receive.</p> <p>Motion: M/S: C. Wood/M. McCoy motioned to spend up to \$8,000.00 on Classified Senate logo apparel.</p> <p>Discussion of Motion: This is not the only purchase we can spend these funds on however, it is the same fund that our CS President draws overtime from. We want to be sure we leave funds in there for our CS President to utilize for overtime spent for meetings and Classified Senate President duties. At the last meeting we discussed spending some funds on marketing materials such as videos, biographies, brochures/post cards, etc. to promote involvement in Classified Senate and representing Classified Professionals on shared governance committees.</p> <p>Amended Motion: M/S: S. Mills/C. Wood amended the previous motion to spend up to \$5,000.00 on Classified Senate logo apparel (20-0-0).</p>
6.	Committee Input and Report-Outs	<p>A. District Reports: Chancellor Reece Update-R. Delgado: Robert Delgado was invited to the extended Chancellor's Cabinet meeting on March 16th to discuss the schedule for a Return-to-Campus (RTC) Plan (i.e. courses in-person versus courses remaining online). Currently, Colleges are looking at HVAC systems and classroom layouts. A survey was sent to faculty gauging their comfortability with returning to campus. Discussions on Classified Professionals returning to work will begin on April 6th. There is not much information being communicated locally about returning to campus. It is asked if any inspections of spaces (i.e. A&R, Counseling, etc.) and analyses of functions has been scheduled and/or completed. It is noted that social distancing guidelines in some educational venues is changing. It is noted that feelings of frustration in Safety Committee and across the College constituents are increasing over the lack of information and communication locally. Questions are posed at a local level pertaining to returning to campus and a plan for doing so, that are ignored and go unanswered. As Classified Professionals we want to serve our students, but we also want to make sure we stay safe along with everyone else. Classified Professionals are encouraged to speak up and make sure your voice is heard! It is also noted, that when working in Student Services areas such as the Welcome Center or Information Desk not everyone that approaches adheres to the rules or guidelines. The vaccine is not consistent across all, as not everyone will receive the vaccine. A comment is also mentioned pertaining to certain campus areas that are open to the public in which anyone can walk-in from the street and approach College personnel (i.e. Nursing Department, Library). While this pre-pandemic posed safety risks with inebriated individuals entering these departments, now it poses a much bigger safety risk. Robert Delgado reiterated to e-mail your questions to him for Chancellor Reece before the speaking engagement on the March 31st CS Development Day. Sandra Mills encouraged Classified Professionals to send any concerns via e-mail to her for communication during the Local One eBoard meetings.</p> <p>B. Shared Governance Council: No new business to note for communication. SGC reviewed the Guided</p>

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		<p>Pathways SOAA from Sally Montemayor Lenz and approved committee charges communicated to CS at the last meeting.</p> <p>C. Strategic Enrollment Management: No report, there is still one (1) CS representative seat open. If interested in serving on this committee, please e-mail Robert Delgado.</p> <p>D. Safety Committee: No new items to report.</p> <p>E. Planning Committee: The Committee reviewed and discussed the 13 Progress Measures and identified responsible parties for the Educational Master Plan. Communications were sent to the identified responsible parties on their assigned progress measure and sending annual reports or summaries to the Planning Committee.</p> <p>F. TAG: Meets tomorrow.</p> <p>G. IDEA: Discussed how students fulfill ethnic studies requirements and how student attendance is being tracked for online courses. Students are still reporting being dropped from their instructors with no reason or communication as to why.</p> <p>H. Sustainability: Has not met since last meeting.</p> <p>I. Professional Development Advisory Committee: Has not met since last meeting.</p> <p>J. EEO: Discussed CS Anti-Racism Resolution and writing one for our API communities. Catt Wood is requesting Classified Senate acceptance for the CS Resolution Writing Committee to develop a CS Asian-Pacific Islander (API) Anti-Racism Resolution. Motion: M/S: J. Nogarr/I. Sukhu approved the CS Resolution Writing Committee to develop an anti-racism resolution for our API communities (17-0-0). The Committee also discussed recruitment strategies, procedures and diversity trainings. It is noted that there is a recruitment plan worksheet that outlines the guidelines for selecting interview committees.</p>
7.	Council Business	<p>A. Elections Committee: Nominations opened on March 15th and will be accepted until March 29th. Submit your nominations according to the e-mail communication sent within this deadline. There are multiple Council positions open some have three (3) year terms and some have two (2) year terms. The Elections Committee would like approval from the CS on utilizing virtual tool called Election Runner to invite and track voting during the elections process. Motion: M/S: M. McCoy/N. Alfaro approved the utilization of Election Runner for inviting and tracking election ballots and/or voting (16-0-0).</p> <p>B. Scholarship Committee: Meets tomorrow.</p> <p>C. Bylaws: Has not met since last meeting.</p> <p>D. Goals: Gratitude is extended to all that participated in the objectives development activity during the last meeting. The Committee has not met since the last meeting but should have an update for the next meeting.</p>
8.	Adjourn Meeting	<p>Motion: M/S: C. Wood/B. Stone approved to extend the CS meeting to 4:40 p.m. to allow adequate time for the remaining agenda items (16-0-0).</p> <p>Adjourn at 4:40 pm Action: M/S: I. Sukhu/M. McCoy (15-0-0)</p>