

CLASSIFIED SENATE MINUTES
Monday, March 25, 2024 3:00 – 4:30 pm
SS4-412/BRT-135 & ZOOM

Members Present:

Council: Cesar Reyes – *Vice President*, Sheri Woltz – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*

Attendees: Myles Crain, Lindsay Litowitz, Mika Mobley, Justin Nogarr, Lyssa Shabusheva, Denise Uribe, Grace Villegas

Guest: Rosa Armendariz, Dennis Franco, Bill Bankhead

Item	Agenda	Outcomes
<p>1. 2. 3. 4.</p>	<p>Welcome Announcements Public Comment Caring Campus</p>	<p>Welcome: Cesar Reyes welcomed the group at 3:08 p.m. Announcements: Sandra Mills announced that Local One will be holding elections for all elected seats in April. They are seeking one person from LMC to join the Elections Committee, and they must be an AFSCME/Local One member and cannot be running in the election for a seat. All Classified Professionals are also encouraged to run for an elected seat. Please refer to Sandra’s 3/25/24 “4Cd Local One Elections Committee…” email for more information. Courtney Diputado announced that Classified Professionals are welcome to attend the Technology Advisory Group (TAG) Committee meeting on Tuesday, 3/26/24, from 2:00 p.m. to 3:00 p.m. in Room L-215, and to please bring any technology-related questions you may have. Public Comment: No public comments were made. Caring Campus: Lyssa Shabusheva recognized BethAnn Stone for her contributions to the recent Equity in Action Workshops. Lyssa found the trainings to be personable and worthwhile, and the group applauded BethAnn for her efforts in making the series such a success.</p>
<p>5.</p>	<p>Approval: A. Agenda of 3/25/24 B. Minutes of 3/11/24 C. Teleconference Waiver Form</p>	<p>A. Agenda Action: Motion to approve the 3/25/2024 CS meeting agenda. M/S: S. Mills/C. Diputado (9-0-0) B. Minutes Action: Motion to approve the 3/11/2024 CS meeting minutes. M/S: S. Woltz/J. Nogarr (8-0-1; S. Mills abstained) C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.</p>
<p>6.</p>	<p>Presentation: LMC Pathways Success Team Roles Setting Institution-Set Standards</p>	<p>A. LMC Pathways Success Team Roles: Rosa Armendariz, Interim Dean of Equity & Inclusion and Dennis Franco, Dean of Instruction presented the updates to the LMC Pathways Success Team Roles. Rosa shared that the LMC Experience has a front page article on LMC Pathways in their latest newspaper, which can also be found online at this link. Dennis explained that the Guided Pathways Advisory Committee, which is a subcommittee of the SEM Committee, has been working on development of Student Success Teams (SSTs) for over a year and a half. Rosa shared the Student Success Team Proposal document and Dennis reviewed its key points. The purpose of SSTs is to support students in each of our five pathways, for example, in ensuring that they are registering for courses on time, seeking internships when appropriate, and setting up various meetings with their counselor and transfer representatives. SSTs will deploy support for what students should be doing each semester and when during the semester they should be doing it. The main component of this is going to be done by the Student Success Coach, which we already have three of five hired. This role is someone who brings the knowledge of the college to a person who may not have support at home or experience in higher education and will provide what they call “just in time” supports based on where they are in their pathway. The Instructional Dean, Counselor, Faculty Mentor, and Student Ambassadors and the other members of the SST. Other service areas may also be labeled to support specific pathways depending on their needs. Since many of these pathways have 1,500 to 2,000 students as an effective case load for one Student Success Coach, the coaches can be quickly overwhelmed. The committee is still working on developing a risk model to prioritize students for support while being mindful of the use of labels. This student-focused, tailored approach means that not all students will receive the same level of support, and it may take time to</p>

work this model out. Lyssa Shabusheva asked if the Student Success Coach role is instructional or non-instructional. Dennis replied that the Success Coaches were initially planned to report to an instructional team, but this has now shifted, and they will be housed in the Student Services division. Dennis and Rosa emphasized that for Guided Pathways to be successful, the SSTs will have to break down the walls between different areas so that they can work effectively between them. They want to develop a model which is focused on leading indicators, such as a student struggling with a course, rather than lagging indicators, meaning a student who is already flagged for academic alert or dismissal. Rosa pointed out the desirable qualifications that were built into the Success Coach job description, one of which is “outstanding ability and enthusiasm to work cross-functionally with faculty and staff, or other collaborative teams.” Dennis clarified that a Student Success Coach is really a Program Coordinator, but the terminology carries a certain intonation and construct that more specifically describes their role. Student Success Coaches will assess when students need services, message them about the services they need, and connect them to services. Cesar Reyes asked who the Success Coaches are reporting to, and Rosa explained that it is VP Tanisha Maxwell, with Letta Greene serving as the main coordinator for the work. Dennis and Rosa touched on the other team members’ duties and how they and the Success Coach will work with students in different ways, hopefully using some kind of case management tool. The Counselors are already identified by pathways and they are currently rearranging the way they organize students. The Success Coaches who have been hired into their role have been working with Letta to hire Student Ambassadors, the number of which per pathway is to be decided. The Faculty Mentor role is going through for approval and whether it is release time or OAS is being figured out with the Office of Instruction. Ideally, the Faculty Mentor positions will post this semester so that they may begin working with their Success Teams in the fall. The Instructional Dean role was also described, and Rosa explained that while Instructional Deans will lead and manage their pathway and are responsible for developing a plan for how their Success Team will support students, they are not overseeing the other positions. Rosa noted that the description could be changed to emphasize that it is about the work that the Success Team is doing and not about the reporting relationships. Rosa encouraged Classified Senate to have conversations with the Success Coaches, perhaps next semester, to hear about their experiences in the role. Cesar and the group thanked Rosa and Dennis for presenting to Classified Senate and fielding questions.

B. Setting Institution-Set Standards: Bill Bankhead, Manager of Workforce & Economic Development, presented the Setting Institution-Set Standards proposal. Bill is visiting the senates to share and receive feedback on the new proposal that the Planning Committee is making to the President for how we set Institution-Set Standards for accreditation. One of our accrediting agencies is the Accrediting Commission for Community and Junior Colleges (ACCJC) and they require us to report annually on our progress on four standards:

1. Our Course Success Rate
2. The Number of Certificates Awarded Annually
3. The Number of Degrees Awarded Annually and
4. The Number of Students who Transfer Annually

We are also required to self-identify two goals, a Floor Goal and a Stretch Goal, relative to each of these metrics. Tatiana Pak performed research into what other institutions are doing and how the rules work at ACCJC to inform the development of this proposal. As a result of previous rounds of feedback, the Planning Committee decided to report our numbers as both raw numbers and percentages relative to our head counts whenever possible. Bill added that our ideal goals will foster institutional progress, will be selected as to be reasonable and achievable, and will set an intention for comparing LMC’s performance against itself rather than setting our targets based on what is a statewide average. The Planning Committee subgroup proposes two options:

1. Option one is that we set our Floor and Stretch Goals based on the average of the prior five (5) years of our actual performance. One standard deviation below the mean will be used to identify our Floor Goal and one standard deviation above the mean will be used to set our Stretch Goal.
2. Option two is that we will use the lowest numbers/percentages reported in the preceding five (5) years to develop our Floor Goals. The highest numbers/percentages reported in the preceding five (5) years will be used to develop our Stretch Goals.

		<p>Bill shared visualizations from the Planning & Institutional Effectiveness office that compared the two options for each of the four standards. What is going to be our internal method for setting our goals for accreditation? The Planning Committee is recommending option one because they found it was more robust from a statistical standpoint, particularly on the point of fostering institutional growth, and it aligns very well with what other colleges statewide are using. The group discussed the two options and provided Bill their feedback and questions. In response to a question regarding the impacts of COVID and increased GE unit requirements on degrees earned, Bill clarified that if our actual performance comes in below whatever our floor goal is, there is no immediate impact on the college. Rather, we will report on the reasons that the target was not met and address the concern. Cesar Reyes and the group thanked Bill for visiting Classified Senate and presenting this information.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: Governing Board and CSCC have not met since the last Classified Senate meeting.</p> <p>B. Shared Governance Council: Cesar Reyes reported that SGC discussed the budget and preparations for potential cuts to discretionary spending. They reviewed the options for setting Institution-Set Standards and discussed Early Childhood Education’s new program proposals.</p> <p>C. Strategic Enrollment Management: No SEM report out was available at today’s Classified Senate meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee: Cesar Reyes reported that Planning Committee reviewed the options for setting Institution-Set Standards and worked to disseminate the surveys they have been designing.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting. Mika Mobley shared that TAG next meets on Tuesday, 3/26/24, for their Participatory Governance Task Force presentation and discussion.</p> <p>G. IDEA: IDEA has not met since the last Classified Senate meeting and Myles Crain provided a brief update that they next meet in April.</p> <p>H. Sustainability: Sheri Woltz reported that Sustainability met, and they received the Participatory Governance Task Force presentation and Q&A from Irene Sukhu. Sustainability Committee also reviewed their goals.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting. Justin Nogarr shared that the next meeting is Thursday, 3/28/24, and the main items on their agenda are discussions about Opening Day and Focused Flex, the Participatory Governance Task Force survey, and conference funding recommendations.</p> <p>J. EEO Committee: Mika Mobley reported that the agenda for the 3/12/24 EEO meeting was light, and they talked about the possibility of a cross-committee retreat for EEO, IDEA, and PDAC.</p>
8.	Council Business	<p>A. Treasurer’s Report: Sheri Woltz provided a Treasurer’s Report. A detailed narrative of the current budget was available to the group in paper form, and either Sheri or BethAnn Stone will share a digital version with Classified Senate via a future email update. The Crab Feed fundraising was a success, with a grand total of \$6,411.65 generated in net profit. Sheri is confident that we can meet our goal of awarding \$7000.00 in scholarships this cycle. Our new Program account would have a remaining balance of \$584.00, our Trust account a remaining balance of \$749.42, and our Scholarship account \$1,141.00 to reserve for next year. Our main account balance is \$8,690.33, but there are expenditures in process. We have some interest in supporting the “Peace, Love, & Friendship…” seminar in Riverside, paying overtime for Police Services for the Brentwood Center Potluck/BBQ, and a Bowling Night activity in June.</p> <p>B. Scholarship Committee – Awards: Sandra Mills reported that the Scholarship Committee has developed their rubric and are awaiting candidate essays. Sandra requested a motion for Classified Senate to recommend \$7,000.00 to the Scholarship Committee to award scholarships this cycle. Classified Senate no longer met quorum at this point in the meeting, so the CS Council Members present proposed holding an emergency meeting in the immediate future, before Scholarship Committee’s deadlines, to put forth the motion. Cesar Reyes will be in communication with BethAnn Stone regarding scheduling this meeting.</p>
9.	Adjourn Meeting	<p>The meeting was adjourned at 4:24 p.m.</p>