

## CLASSIFIED SENATE MINUTES

Monday April 19, 2021

3:00 p.m. – 4:30 p.m.

Via Zoom

**Members Present:** Marques McCoy – *Interim Vice President*, Sandra Mills - *Union Rep*, BethAnn Stone – *Secretary*, Justin Nogarr – *Council Member*, T'Sendenia Gage – *Council Member*, Catt Wood – *Council Member*, Ninnette Alfaro – *Council Member*, Michelle McQuaid, Paul West, Irene Sukhu, Shondra West, Reggie Turner, Courtney Diputado, Irma Gregory, Andrew Murphy, Lawrence Punsalang

**Member(s) Excused:** Robert Delgado – *Interim President*, Letta Greene – *Treasurer*

**Guest(s):** Sally Montemayor Lenz

Item	Agenda	Outcomes
1. 2. 3.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b>	<ul style="list-style-type: none"><li>Robert Delgado is unable to attend today's meeting. As Vice President, Marques McCoy will be conducting this meeting on Robert's behalf.</li><li>Marques McCoy requested everyone join him in a moment of thought and reflection given the recent events in our nation.</li><li>No public comment(s) given.</li></ul>
4.	<b>A. Agenda of 4/19/2021</b> <b>B. Minutes of 4/5/2021</b>	<b>A. Agenda Action:</b> M/S: C. Wood/M. McQuaid approved the agenda with no corrections <i>(13-0-0)</i> <b>B. Minutes 4/5/2021 Action:</b> M/S: C. Wood/T. Gage approved the minutes with no corrections <i>(13-0-0)</i>
5.	<b>Presentation:</b> Guided Pathways Update  LMC/CS Apparel	<b>Guided Pathways Update – Sally Montemayor Lenz:</b> Sally Montemayor Lenz presented a Powerpoint providing an update on Guided Pathways. The Guided Pathways Advisory Council (GPAC) was subsumed into the Strategic Enrollment Management Committee (SEM). SEM (including the GPAC) meets the third Tuesday of every month. The Guided Pathways Scale of Adoption was approved by the CCCCCO April 15 <sup>th</sup> . The SEM Plan titled “Redesign for Student Success” as integrated the work of the four (4) pillars of Guided Pathways into four main areas of interest – Curriculum Analysis, Distance Education, Integration of Student Support & Retention, and Strategic Scheduling. Through a review of programs and course sequencing there were some inconsistencies noted. Through this analysis the Learning, Major & Career Pathways project was developed. The LM&C Pathway Pilot for Art, Humanities & Music started week 6 of the semester, and is now in week 13. Chialin Hsieh as Dean of this area, worked to bring data to students and faculty. The next update will be provided at the next CS meeting. <b>LMC/CS Apparel – Marques McCoy &amp; Andrew Murphy:</b> An order will be placed for 120 100% Polyester Polo Shirts (\$27.18/each) and 120 LMC Masks for a total cost of \$3,261.60. Robert Delgado met with Carlos Montoya (VPB&AS) regarding the purchase, at which time it was requested that we provide the VPB&AS with the purpose or reason for this expenditure. The following feedback was noted in the discussion: <ul style="list-style-type: none"><li>Many Classified Professionals represent LMC at the local, District and State levels, it would look professional to represent where we work.</li><li>It is also a nice conversation starter especially with our CS logo. It could prompt questions such as, “What is Classified Senate?” or “What does Classified Senate do?”.</li><li>For the long-term we may want to purchase lanyards in lieu of masks, as they are a lot more visible and masks may not be required forever.</li></ul>

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	<p>Recruitment and Selection Guide Draft</p> <p>CS Goals and Objectives</p>	<ul style="list-style-type: none"><li>• Logoed apparel such as this boosts our morale. Faculty has received so many benefits in an effort to boost their morale, it would be nice to give this benefit to Classified Professionals as well.</li><li>• This apparel is an element of our culture, and we want to be recognized as part of it.</li><li>• It is asked, why do we have to provide a list of purposes/reasons for this expenditure? Isn't this money allocated by the District to utilize on expenditures just like this? Is this something specific to this type of expenditure (i.e. apparel) or do we have to provide a specific purpose for all of our expenditures?</li></ul> <p><b><u>Recruitment &amp; Selection Guide Draft – Irma Gregory:</u></b> The revised draft of the Recruitment &amp; Selection Guide was provided at the last meeting of the District Equal Employment Opportunity Advisory Council (DEEOAC). Council members were encouraged to read the document thoroughly and provide feedback. Irma Gregory (CS DEEOAC Representative) is requesting CS review and provide feedback to her on the draft. A DEEOAC subcommittee was developed to review and provide feedback on the draft document. Irma noted that upon first review, she did not see that any of the input or conversations CS previously had on this document was not incorporated. Irma also noted that the guide is very general, which can be problematic. For example, the “A. Applicant Pool” section (Pg. 4) is very broad. How do we know that the applicant pool is characteristic of the labor market? Where would this data originate from? In conclusion, please review and provide any feedback you have via e-mail to Irma Gregory. The next DEEOAC meeting is in May, the subcommittee meets Tuesday April 20<sup>th</sup> at 3:00 p.m. was developed to review and revise the Recruitment &amp; Selection Guide.</p> <p><b><u>CS Goals &amp; Objectives – BethAnn Stone, Marques McCoy, Sandra Mills, Irene Sukhu:</u></b> The committee met and discussed the feedback gathered during previous CS meeting activities. Consequently, draft objectives were developed for CS Goals 1-3, and #5. Two (2) objectives for this goal have been drafted, the Committee is seeking CS assistance with refining the draft objectives and developing additional objectives for Goal #4 – <i>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.</i> The following feedback and suggestions were noted:</p> <ul style="list-style-type: none"><li>• 4.1 – Implement LMC Caring Campus Initiative</li><li>• 4.2 – Extend Invitations (Keywords: Town Hall). In this draft objective the committee discussed hosting a Town Hall for Classified Professionals and Student Workers with items that are important to us.</li><li>• It was noted that the verbiage used in this goal, makes it a little unclear as to the purpose. For example, what does it mean to be a liaison and who embodies the LMC community. BethAnn Stone provided some context to help clarify the definition of this goal. Although the goal has been previously approved, we are able to ratify it and reapprove with a revised goal. It is also recommended that we develop objectives that can further define the goal and what we hope to achieve in meeting it. Shondra West and Justin Nogarr will e-mail BethAnn verbiage to draft the additional objectives.</li><li>• Message Boards or the Highway 4 electronic Bulletin Board can be used to get the “word” out on Classified Senate events and activities.</li></ul>
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		<ul style="list-style-type: none"><li>• Is it possible to disseminate a short survey to inquire with the collective as to what connections we want to make?</li><li>• The previous agenda item on LMC/CS Logo Apparel, also meets this goal and draft objective 4.1.</li></ul>
6.	<b>Committee Input and Report-Outs</b>	<p><b>A. District Reports: Chancellor Reece Update-R. Delgado:</b> The District and Colleges are still working on the review of the Return-To-Campus (RTC) Plan including the evaluation of HVAC systems, discussions on rotating staff and cohorts, and identifying spaces where social distancing can occur. The District Town Hall discussing the RTC Plan will be held on May 3, 2021 from 2:30 to 3:30 p.m. <b>Motion Approved:</b> The CS meeting on May 3, 2021 will move to 3:30 p.m. so as not to conflict with the Town Hall. <b>M/S:</b> S. Mills/N. Alfaro <i>(16-0-0)</i>.</p> <p><b>B. Shared Governance Council:</b> The <i>Spring 2021 Resource Allocation Proposals Review Summary</i> and the <i>Fall 2021 Monday Meeting Calendar</i> were provided to the CS for review and feedback. It is noted that the timeline for 2020-21 P.O. Requisitions with that of the RAP approvals by SGC does not coincide. Marques McCoy will bring this feedback to SGC at their meeting on April 28<sup>th</sup>.</p> <p><b>C. Strategic Enrollment Management:</b> No meeting to report. There is one (1) more CS Representative voting member position open on this committee. If interested, please e-mail Robert Delgado.</p> <p><b>D. Safety Committee:</b> No meeting.</p> <ul style="list-style-type: none"><li>• <b>Planning Committee:</b> BethAnn Stone presented the four (4) eLumen Program Review Year Five Update Guides for review and feedback. The chunking of the program review sections for Instructional Units will be as implemented again this cycle. The Planning Committee reviewed the overall number of respondents and decided to extend the administration period by one (1) week. The Planning Committee approved the extension of the survey administration period to April 16, 2021. The ISLOs Core Group held their first meeting on April 8<sup>th</sup>. It was a great meeting with a lot of important discussions on mapping and our current GE SLOs. Members were asked to research other institutional SLOs and enter their two (2) favorites into the MURAL for review at the next meeting. The ISLO Core Group will meet every two (2) weeks through the end of the spring 2021 semester. Cindy McGrath will provide an overview and background of our current GE SLOs at the next meeting. The Planning Committee discussed the Quality Focused Essay (QFE) and reviewed recent Tableau data on the enrollment and course success rates for 2020 fall students with a degree/transfer goal indicated. The Committee also discussed strategies identified in our QFE and the progress in developing and implementing said strategies. It was noted that the Outreach has been broader and not hyper-focused on English and Math enrollments.</li></ul> <p><b>E. TAG:</b> Has not met since last CS meeting.</p> <p><b>F. IDEA:</b> The Committee voted to hold informal meetings over the summer months, as done last year. The last meeting focused on the online attendance data that was recently reviewed by Academic Senate and the Distance Education Committee.</p> <p><b>G. Sustainability:</b> No report.</p>

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		<p><b>H. Professional Development Advisory Committee:</b> Did not meet last month. LPG meets on April 22<sup>nd</sup> to review FLEX Proposals.</p> <p><b>I. EEO:</b> Discussed collaborations with faculty on hiring process including diversity in the application, pre-employment screening and interview procedures and processes.</p>
7.	<b>Council Business</b>	<p><b>A. Elections Committee:</b> Received three (3) nominations – Two nominees for the two (2) vacant 2-year Council Member positions, and one nominee for one of the vacant 3-year Council Member positions. Another call-out will be sent for President, Vice President, Secretary, Treasurer and a 3-year Council Member seat. The results of the nominations and elections are: Irene Sukhu (2-year Council Member), Lawrence Punsalang (2-year Council Member), and Catt Wood (3-year Council Member).</p> <p><b>B. Scholarship Committee:</b> Five (5) scholarships were awarded for LMC Continuing Students and four (4) scholarships were awarded to LMC Transferring Students.</p> <p><b>C. Bylaws:</b> Shondra West presented an Excel spreadsheet that is being utilized to conduct the review of the current Classified Senate Bylaws. The spreadsheet provides an efficient method for checking which bylaws should be kept, modified and/or deleted. More information and updates will be provided at the next CS meeting. Shondra noted that we may have to take a deeper dive into the elections section of the bylaws given the recent changes to terms and processes due to the pandemic. Shondra also noted that each time the CS Bylaws are reviewed and/or ratified it will be stamped with the date and what was done (i.e. review, revision, ratification, etc.). No changes will be made to the bylaws without the approval of Classified Senate. The Excel sheet presented will be brought to the Classified Senate for review and approval.</p>
8.	<b>Adjourn Meeting</b>	<b>Adjourn at 4:15 pm Action: M/S: S. Mills/T. Gage (15-0-0)</b>