

CLASSIFIED SENATE MINUTES
Monday, August 28th, 2023 3:00 – 4:30 pm
CC3-361/BRT-125 & ZOOM

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Sheri Woltz – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Lawrence Punsalang – *Council Member*, Catt Wood – *Council Member*

Attendees: Ninnette Alfaro, Irma Gregory, Connie Konsavage, Nadiya Korkuna, Mika Mobley, Annica Soto, Grace Villegas

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus Moment	<p>Welcome: BethAnn Stone welcomed the group at 3:02 pm.</p> <p>Announcements: BethAnn Stone announced that the Fresh & Natural cafeteria opened today at the Pittsburg campus. Irene Sukhu had tried a salmon bowl which earned a positive review. Irma Gregory asked if the cafeteria would be open on Fridays, and Sheri Woltz answered that the Friday hours were yet to be determined, and so were omitted from the announcement email. Heath inspectors will visit on 9/7/23 and more details regarding the full hours of operation are expected to follow. For more information, please refer to Juliet Casey’s 8/28/23 “Pittsburg Campus cafeteria open now” email.</p> <p>BethAnn Stone shared that 9+1 was officially adopted at the California Community Colleges Classified Senate (4CS) Classified Leadership Institute. 9+1 for Classified Professionals is comparable to the 10+1 of Faculty, and will provide Classified the same involvement in the approval of items as they pertain to professional matters and matters of some instruction at the local, district, and state levels. Classified will not be included in items concerning grading, hence the 9+1 instead of 10. Interim Chancellor Mojdeh Mehdizadeh and LMC Academic Senate President Mark Lewis are each very supportive of 9+1 and BethAnn will be moving forward with our Classified Senate Coordinating Council to adopt 9+1 for our District, and implementing it as a board policy.</p> <p>BethAnn Stone introduced and welcomed Classified Senate’s two new Council Members. Our new Treasurer is Sheri Woltz, Building & Grounds Administrative Assistant and Use of Facilities Coordinator. Our new Classified Senate Council Member is Courtney Diputado, Technology Training & Development Coordinator. BethAnn also introduced the existing and continuing Classified Senate Council Members.</p> <p>Public Comment: At the Brentwood Center, BRT-125, the laptop is missing from the room and Nadiya Korkuna has connected her personal laptop to connect the Brentwood participants to the meeting. An IT ticket may need to be submitted to have the missing laptop replaced.</p> <p>Caring Campus Moment: Irene Sukhu announced that the Caring Campus “Who Got Caught Caring?” voting has opened. Please submit your nominations for Classified Professionals that you caught caring here by Friday, 9/8/23. The winner will be announced in the September 2023 Caring Campus newsletter. For more information, please refer to Irene’s 8/28/23 “[ACTION REQUESTED] Caring Campus “Who Got Caught Caring...” email. For the Caring Campus Moment, Lawrence Punsalang recognized all the hard work everyone’s been performing, including greeting students, helping students, and wearing Caring Campus badges, to support our students during a busy first week of classes.</p>
5.	<p>Approval:</p> <p>A. Agenda of 8/28/23</p> <p>B. Minutes of 5/8/23</p> <p>C. Teleconference Waiver Form</p>	<p>A. Agenda Action: Motion to approve the 8/28/2023 CS meeting agenda with one (1) correction to add “Item C. Teleconference Waiver Form Review & Approval” under Item #5. M/S: S. Mills/C. Reyes (12-0-0)</p> <p>B. Minutes Action: Motion to approve the 5/08/2023 Classified Senate Meeting Minutes. M/S: S. Mills/L. Punsalang (11-0-1; N. Alfaro abstained)</p> <p>C. Teleconference Waiver Form: Due to an emergency circumstance regarding family, Lawrence Punsalang requested a teleconference waiver for today’s CS meeting. Motion to approve the Teleconference Waiver Form for Council Member Lawrence Punsalang to attend the meeting virtually. M/S: I. Sukhu/S. Woltz (12-0-0)</p>

<p>6.</p>	<p>Presentation: CS 2021-24 Goals – Fall 2023 Priorities</p> <p>Fall 2023 Activities</p> <p>Participatory Governance Assessment Task Group</p>	<p>A. <u>CS 2021-24 Goals – Fall 2023 Priorities:</u> BethAnn Stone presented the Fall 2023 Classified Senate Goals, sharing the CS 2021-24 Goals and Priorities document. The Classified Senate Council held a retreat on 8/17/23 to review and discuss the 2021-2024 Classified Senate goals and objectives and determine which priorities we want to focus on for the fall semester. The outcome of this discussion was a proposal to focus on Goals #4 and #5. BethAnn Stone reviewed and summarized these goals and their objectives.</p> <ul style="list-style-type: none"> • 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. • 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. Since Goal #5 is related to fundraising for student scholarships, it is a continuous goal for Classified Senate which we will focus on each semester. <p>The Classified Senate Council had discussed organizing more events that bring Classified Professionals together and create engagement with each other and the communities we live in and serve. Potential activities included a potluck barbeque at the park next to the Brentwood Center and an outdoor “music under the stars” event. We may work on developing a marketing video that highlights testimonials of our students who have achieved their goals through the Classified Senate Scholarship. Motion to accept Goal #4 and Goal #5 as our Fall 2023 priorities. M/S: S. Mills/S. Woltz (13-0-0). Classified Senate will review our priorities again at the beginning of Spring 2024, and at the beginning of the next academic year we will begin working on developing new goals and objectives for the next three-year period.</p> <p>B. <u>Fall 2023 Activities:</u> BethAnn Stone shared multiple resources which she and Irene Sukhu had received while attending a wellness workshop at Laney College. The first is a Self-Care Sheet, which employees can post at their workstation to help monitor signs of burnout and evaluate their wellness. The second is a sheet which describes “6 Simple Exercises to Do at Your Desk”. The third sheet offers “102 Self-Care Strategies”. Fourth, there is a Stress and Burnout Questionnaire. BethAnn asks Classified Professionals to complete the online Stress and Burnout Questionnaire for Classified Professionals that is linked here on or before 5:00 pm on Friday, 9/29/23. The questionnaire takes less than five (5) minutes to complete and your responses will remain anonymous. The information you provide will assist the Classified Senate in identifying strategies and resources, and developing activities to better support you. For more information and to download the “102 Self-Care Strategies” document, please refer to BethAnn’s 9/1/23 Classified Senate Meeting summary email. Another item that the CS Council discussed during their retreat were potential fall activities and BethAnn asked the group for their ideas. Nadiya Korkuna mentioned that the park next to the Brentwood Center is now open. BethAnn suggested that any event in the park should be planned for late September or earlier to avoid the rain and coldness of later months. The group thought that holding it on a Friday or Saturday would allow many Classified Professionals to bring their families. Lawrence Punsalang, Catt Wood, and Nadiya pointed out that the park does not have restrooms and the Brentwood Center parking lot may not be available when the campus is closed without assistance from Police Services. Sheri Woltz also explained that there are at least three alarms outside on campus which would prevent simple access to the parking lot and restrooms. Nadiya shared that the gates are closed at 5:30 pm on Fridays, and Catt added that Police Services may continue working until 7:00 pm and would ask them to confirm. Through an informal poll, Friday, 10/6/23 at 3:00 pm emerged as the best day and time for a BBQ potluck. BethAnn will contact the city of Brentwood regarding the park’s reservation and will create an invitation and form for attendees to indicate who they are bringing and what food they are signing up to bring for the potluck. BethAnn shared that the CS Council had brainstormed relatively inexpensive ideas for a fundraiser this semester. Plenty of materials remain from the last Fun Run, so organizing a Spooky Fun Run for October seems achievable. The previous Fun Run generated an impressive amount of funding for CS student scholarships and we would not need to purchase additional materials. Registrations can open up during the last week of September, and the Fun Run can begin on October 1st and end on October 30th. Participants could meet on the football field on the last day dressed in Halloween costumes and accessories to have their picture taken. Sandra Mills proposed that the Spooky Fun Run also culminate in a “Trick</p>
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		<p>Your Ride” event in Parking Lot “C”. The flyers and other planning information from previous Fun Runs can be acquired from Nicole Almassey and Robert Delgado. Classified Senate continued to discuss plans for a potential large fundraiser, a Crab Feed. One issue to consider is the location used, since due to the carpeting in the Student Union it is not an option. The date of the fundraiser is also important as it was still freezing cold in early March during the last Crab Feed. Sheri can investigate with Michael Schenone and Carlos Montoya the possibility of using the old cafeteria for a Crab Feed on a Saturday in March. Sandra Mills recommended that we consider the timing of other Crab Feeds that are planned that month to ensure that ours will appeal to the community. BethAnn has been in communication with Ken from Pacific Seafood, our previous vendor, for updates on the arrival of crab season. Ninnette Alfaro offered her notes and experience from working with Deborah Baskin and Nicole for 2019’s Crab Feed. We also need to acquire ice chests and buckets and determine where the crab can be marinated and stored. Sheri added that the new cafeteria company has a catering business and may be hired for the event. Classified Senate expects to form a Crab Feed planning group to organize the fundraiser. The Crab Feed fundraiser will be an agenda item for the next Classified Senate Meeting.</p> <p>C. Participatory Governance Assessment Task Group: Cesar Reyes presented the Participatory Governance Assessment Task Group Proposal. At SGC, there a task group has been assembled to evaluate the current governance structure for committees that may need to be eliminated or changed to a structure that doesn’t require the Brown Act procedures. The group would be comprised of two members from each of the constituents: Classified, Students, Faculty, and Managers. One member would be from SGC, and the second would not be an SGC member, with the goal of having everyone’s voice represented. Irene Sukhu reiterated the importance of having this representation and pointed out the timeline, which calls for a completed set of products due to SGC for initial review on 3/6/24. Classified Senate’s representatives, Cesar, Irene, and Nadiya Korkuna, will decide among themselves who will serve on the task force and BethAnn Stone shared that Irma Gregory was interested in serving as the non-SGC member. No other Classified Professionals in the group present expressed interest. Catt Wood remarked that the subcommittee seems to involve a lot of work for its members. BethAnn was reassured by Classified Senate having full representation on SGC and having opportunities for input, feedback, and outcomes as they become available throughout the process. BethAnn encouraged CS to reach out to her and our SGC representatives regarding concerns about the participatory governance assessment so they can be addressed on our behalf. Catt also asked if Faculty members were being paid or offered release time for their work on the task force, and Cesar replied that SGC has discussed compensating the student members, but nothing else has been decided yet. Sandra Mills pointed out that Classified Professionals are often offered overtime when a stipend should be requested. Motion to approve the appointment of Irma Gregory as the non-SGC member Classified Professional representative to the Participatory Governance Assessment Task Group. M/S: C. Wood/S. Mills (13-0-0). The Participatory Governance Assessment Task Group document is included as an attachment to BethAnn’s 9/1/23 Classified Senate Meeting summary email for your review.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: DGC has not met since the last Classified Senate meeting and next meets on 10/5/23.</p> <p>B. Shared Governance Council: Cesar Reyes reported that SGC discussed the Participatory Governance Assessment Task Group, which is detailed in Item 6.C. SGC also reviewed the budget, which is being presented to the Board on 9/5/23. While there are no ongoing funds for RAP proposals, there are some one-time funds available. SGC also discussed the cafeteria opening and mentioned there may be a coffee cart returning to campus, potentially to the Brentwood Center since there is no cafeteria there.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting.</p> <p>D. Safety Committee: Lawrence Punsalang reported that Safety Committee met and they reviewed vacancies on the Safety Support Team, discussed recently purchased safety equipment, and updated the safety maps. If you are on the list for the Safety Support Team, you should receive an email from Mika Mobley. A safety training will be scheduled for the members of this team.</p> <p>E. Planning Committee: Planning Committee has not met since the last Classified Senate meeting.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>G. IDEA: IDEA has not met since the last Classified Senate meeting. Catt Wood reported that IDEA continues to develop an informational video which explains what is expected from grant requests.</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting and next meets on 9/20/23.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p>

		J. EEO Committee: EEO has not met since the last Classified Senate meeting.
8.	Council Business	<p>A. Committee Vacancies & Appointments: BethAnn Stone explained that Classified Senate is looking for a third representative to serve on the Equal Employment Opportunity (EEO) Committee. BethAnn will check with Reginald Turner whether he is still serving on Sustainability Committee. BethAnn requested the appointment of Tatiana Pak as third representative on Shared Governance Council (SGC). Motion to appoint Tatiana Pak as SGC Classified Senate representative. M/S: C. Wood/I. Sukhu (12-0-0).</p> <p>B. Heritage, Identity & Recognition Work Group: Lawrence Punsalang shared that an off-campus multicultural event was held a few Saturdays ago in Antioch, and an LMC booth was organized for it. The Heritage, Identity & Recognition Work Group is preparing for on-campus events this semester, and if you are interested in being involved, please reach Lawrence, BethAnn Stone, or Robert Delgado. The group meets once a month.</p> <p>C. CS Budget Update: In the interest of time, this item was tabled until the next Classified Senate Meeting.</p>
9.	Adjourn Meeting	D. Adjourn at 4:32 pm Action: M/S: I. Sukhu/S. Woltz (10-0-0)