

**CLASSIFIED SENATE MINUTES**  
**Monday, September 11th, 2023 3:00 – 4:30 pm**  
**CC3-361/BRT-135 & 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*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

**Attendees:** Lisa Avery, Nadiya Korkuna, Lindsay Litowitz, Mika Mobley, Annica Soto, Arvella Tutt

**Guest:** Dr. Pamela Ralston, Janith Norman

Item	Agenda	Outcomes
1. 2. 3. 4.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b> <b>A Moment of Reflection &amp; Remembrance</b>	<b>Welcome:</b> BethAnn Stone welcomed the group at 3:03 pm. <b>Announcements:</b> BethAnn Stone announced that there are two informal meetings scheduled this week for Classified Professionals to meet with College President Pamela Ralston over coffee and dessert. Both are on Tuesday, 9/12/23, and will be held in L-109. The first meeting is from 11:30 - 1:00 pm and is a brown-bag meeting, and the second is later in the afternoon, from 3:00 - 4:30 pm. For more information, please refer to Dr. Ralston's 8/31/23 "Informal Conversation..." email. <b>Public Comment:</b> No public comments were made. <b>A Moment of Reflection &amp; Remembrance:</b> The group observed a moment of silence in reflection and remembrance of the September 11 <sup>th</sup> , 2001 attacks and its victims.
5.	<b>Approval:</b> A. Agenda of 9/11/23  B. Minutes of 8/28/23  C. Teleconference Waiver Form	A. <b>Agenda Action:</b> <b>Motion</b> to approve the 9/11/2023 CS meeting agenda with one (1) correction to change the meeting location in Brentwood from "BRT-125" to "BRT-135". <b>M/S:</b> I. Sukhu/S. Mills (10-0-0). B. <b>Minutes Action:</b> <b>Motion</b> to approve the 8/28/2023 Classified Senate Meeting Minutes. <b>M/S:</b> S. Mills/L. Punsalang (11-0-0). C. <b>Teleconference Waiver Form:</b> No teleconference waiver requests were made.
6.	<b>Presentation:</b> Dean of Distance Education & Brentwood  September 25th Meeting Date  Equity in Action Workshops	A. <b><u>Dean of Distance Education &amp; Brentwood:</u></b> College President Pamela Ralston presented the Dean of Distance Education & Brentwood proposal. We have a couple of positions which have not been fully built out, and the first concerns the Brentwood Center. The pandemic and two flooding events delayed the Brentwood Center's opening and limited its enrollment, and as we moved through the RAP process and budget allocation, a "less is more" approach was taken, and we currently do not have a full-time manager for the location. A second piece is that Distance Education before the COVID-19 pandemic was grown out organically, depending on each department. While we accomplished all this work building a virtual campus during the pandemic, we also have never fully established managerial oversight and support for Distance Education. Dean Aprill Nogarr has overseen this work while also overseeing a large number of faculty in her roles. We currently generate more full-time equivalent students out of Distance Education than we do face-to-face, and we operate as a fully-fledged virtual campus. The more we integrate, organize, and staff appropriately around Distance Education, the more consistency, accountability, and support for the staff we will have. We have a full-time dean position on the books, a "fourth dean", that used to be aligned with Career Technical Education, that has been set aside for a while. Dr. Ralston is proposing and seeking input on the idea that we reactivate this "fourth dean" as the Dean of Alternative Sites. This person would oversee Distance Education and the Brentwood Center. They would be housed at the Brentwood Center, support that learning space, and start to build out our sense of community in Brentwood. Dr. Ralston would also like to have someone who is accountable for the growth, oversight, and professional development work in Distance Education. The role could also potentially be aligned with the Library. Funding has been secured to accomplish this in the existing budget structure, and ongoing, this would easily fit into the student-centered funding formula model. Dr. Ralston opened the floor to questions and feedback from the group. Sandra Mills commented that, since 2020, she and other Classified Professionals have been expected to deliver services both in-person and online and have needed to fill these gaps themselves without support or training, for example, with the tech tutors in

		<p>the Center for Academic Support. Sandra is excited about having a dean that oversees this work and asked how the role will function with existing managers. Dr. Ralston recognized Courtney Diputado for her work building out the infrastructure of having a fully functioning virtual campus, and replied that this is a continuing process that we need to have a much more integrated support network for. For example, how we envision online education interacting with LMC Guided Pathways is something we haven't talked about because we haven't treated it as a location. The Brentwood Center also hasn't had that clear voice administratively. With time and resources, this role would bring us together to develop projects and enact work plans in these two critically important areas that don't have their own dean. Irene Sukhu asked about what the leadership structure would look like for this position pertaining to Distance Education. Dr. Ralston proposed a mathematically oriented staffing plan to calculate what 24-hour clock needs are represented to support students for the FTES in a given program, division, or campus. We already think this way about square footage, operations, custodial, and course scheduling, for example. So, we could build out the plan for Distance Education support and coordination as we think about what happens with growth. However, having a dean in place to center this planning is the first step. Annica Soto asked if the dean would be providing logistical support and coordination to the Brentwood Center. For example, if an instructor has a malfunctioning projector or if the A/C goes out. Dr. Ralston replied that, yes, the dean would be responsible for resolving these issues. Rikki Hall, Director of Admissions &amp; Records, was officially assigned the responsibility of being the manager of the Brentwood Center for a few terms until the deadline passed for her to continue in that role. Dr. Ralston thanked Rikki and the A&amp;R team for taking on this type of work without an on-site manager in recent semesters. Catt Wood asked if an administrative assistant would work with the dean, and Dr. Ralston answered that the history of the RAP proposal is still being researched, but the most recent proposal was for hourly support for Administrative and Grounds work at Brentwood, which should be reevaluated. Sheri Woltz brought attention to the lack of funding for Building &amp; Grounds and Maintenance at Brentwood and pointed out that the Pittsburg employees, who are already short-staffed, have taken on this work double-duty. Janith Norman asked what will happen with Dean Nogarr's current responsibilities regarding Distance Education, and Dr. Ralston replied that they would be shifted to the new dean position. Dr. Ralston also talked about the Dean of Diversity, Equity, and Inclusion, which is currently filled on an interim basis and will have a permanent selection, and proposed flying it at the Senior Level. There is enough money in the President's Budget to make up the difference. One reason for this elevation is that parity between Dean of Diversity, Equity, Inclusion, and Belonging and Senior Dean of Planning, Institutional Effectiveness, &amp; Research, the two deans who report directly to the President, is very fine, which is not represented in title or salary. Also, both of those roles are institution-wide roles that perform institution-wide leadership work, and the Dean of Diversity, Equity, Inclusion, and Belonging actually oversees a higher number of people. Irene asked what differentiates a regular dean from a senior dean, and Dr. Ralston responded that while historically, we might find vagaries in the description of their differences, if a dean reports directly to the President and if the application of the programs they oversee tend to have a lot of management across the institution, then there's a higher level of responsibility. Dr. Ralston asked Classified Professionals to send to her or BethAnn Stone any feedback that might emerge regarding this presentation, and encouraged everyone to attend the informal meetings between her and Classified Professionals. The announcement of these meetings was recorded previously in Item 1. BethAnn Stone thanked Dr. Ralston for her presentation and for fielding questions.</p> <p><b>B. <u>September 25th Meeting Date:</u></b> BethAnn Stone explained that it was brought to her attention that 9/25/23 is Yom Kippur, and in observance of this holiday SGC had left 10/2/23 as an alternate meeting date for the senates. This item is being brought to Classified Senate for discussion and the approval of this potential change in our meeting schedule. BethAnn added that the consultants who will be visiting Classified Senate to provide their first update on the Facilities Master Plan are available on both dates. Also, the semester's remaining meeting dates would not be impacted by this change since 10/9 is a holiday. The group discussed the date change and attendees at the Brentwood Center shared that two of them would not be able to attend a Classified Senate meeting on 10/2. While BethAnn has not heard from specific individuals who are observing Yom Kippur, the Academic Senate will likely change their meeting date in the interest of creating a meeting schedule equitable for all constituency groups. <b>Motion</b> to reschedule September 25th meeting date to October 2nd in observance of Yom Kippur. <b>M/S:</b> I. Sukhu/S. Mills (10-2-0). BethAnn will update our meeting agendas to reflect our 10/2/23 CS meeting date.</p> <p><b>C. <u>Equity in Action Workshops:</u></b> BethAnn Stone presented the Equity in Action Workshops. Over the summer, BethAnn started working with the Office of Equity and Inclusion on bringing back the All in Equity Fridays for</p>
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Classified Professionals workshops, which have been renamed as the Equity &amp; Action Workshop Series. This series of workshops is aimed at fostering professional development for Classified Professionals and includes all Classified Professionals, whether permanent, hourly, or monthly. The Equity &amp; Action Workshop Series are meant to empower individuals, promote a culture of understanding, and encourage collective action towards creating a more equitable and inclusive environment. The objectives are to provide employees with the necessary tools, knowledge, and skills to understand the importance of diversity, equity, and inclusion through interactive sessions, restorative practices, cultural competence, inclusive language, and strategies for creating inclusive workspaces. The tentative workshop schedule for Fall 2023 is as follows:</p> <ol style="list-style-type: none"> <li>1. Friday, 10/20/23 - Introduction to Equity and Inclusion/Restorative Practices.</li> <li>2. Friday, 11/17/23 - Inclusive Language and Communication</li> <li>3. Friday, 12/8/23 - Cultivating Cultural Competence</li> </ol> <p>The workshops will be held in room L-109 and begin with lunch, provided by Office of Equity and Inclusion, from 12:00 - 1:00 pm, followed by the program from 1:00 - 3:00 pm. They are offered as in-person only to help attendees feel comfortable as they are convening in a space where they are not being recorded or projected virtually. To ensure continuous improvement, evaluations after each workshop will be conducted to seek feedback from the participants. The option to attend a portion of the focused workshops in lieu of the entire series is expected. In conclusion, these workshops will provide a space for Classified Professionals to foster professional growth, enhance diversity, and promote inclusivity. Soon after the planning group's 9/20/23 meeting, BethAnn will distribute flyers, registration links, and other additional information to all Classified Professionals. Lawrence Punsalang pointed out that the last two workshops are scheduled to overlap with Student Services' monthly division meeting from 2:00 – 4:00 pm. BethAnn will continue to discuss potential workshop dates and modality with the Office of Equity and Inclusion before their launch is finalized, and report back to Classified Senate.</p>
7.	<b>Committee Input and Report Outs</b>	<p><b>A. District Reports:</b> CSCC has not met since the last Classified Senate Meeting. No DGC report out was available at today's Classified Senate Meeting, and BethAnn Stone will forward to Classified Senate the minutes from the last meeting once they are available to her.</p> <p><b>B. Shared Governance Council:</b> SGC has not met since the last Classified Senate meeting. Cesar Reyes shared that Irene Sukhu will be the Participatory Governance Assessment Task Group Representative from our SGC Classified Senate members. The 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 is comprised of two members from each of the constituents: Classified, Students, Faculty, and Managers. One member would be an SGC member, and the second would not be an SGC member, with the goal of having everyone's voice represented. Irma Gregory was appointed as non-SGC member by classified Senate at our 8/28/23 meeting. If you have questions or feedback regarding this task group, please reach BethAnn Stone, Irene, or Irma.</p> <p><b>C. Strategic Enrollment Management:</b> Lawrence Punsalang reported that SEM met and they discussed the one-year schedule, which will be released on 3/12/24 for Fall 2024, Spring 2025, and Summer 2025. The budget was reviewed and SEM also discussed the screening interview for the four Success Team Program Assistant job positions and where they will be housed. Since they have met their goal as a committee, SEM talked about their meeting schedule going forward.</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 met on 9/7/23 and they have a faculty representative vacancy and two student representative vacancies. They reviewed the updated charges for 2023-2024 and their new project agenda, which contains three projects for the fall: institutional effectiveness and goal setting, program review, and the use of survey data. In the spring, there are three projects: EMP update and planning calendar, accreditation, and the ISLO assessment process alignment. Planning Committee's charges were approved and, along with the aforementioned projects, have moved to SGC's agenda for their review and approval. The new Institutional Metrics website was reviewed. It has been redesigned and includes tabs for each of the four primary indicators associated with our institutional goals as they also relate to our Student Equity Plan. Please visit the <a href="#">Planning &amp; Institutional Effectiveness webpage</a>, and at the bottom there is a button which links to the Institutional Metrics website. The site will continue to be updated as we receive more data. The members of the committee each assigned themselves a project for this semester and there will be regular monthly check-ins with the Office of PIE to provide them with support, materials, resources, or data as needed. Cesar Reyes reported that architecture firm</p>

		<p>Steinberg Hart visited to talk about the Facilities Master Plan and will periodically check in with the Office of PIE to ensure that their plans align with the EMP goals. Cessar and Sheri Woltz reiterated that the architects will be meeting with all constituent groups across the college regarding the Facilities Master Plan.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate meeting and are awaiting the results from the Participatory Governance Assessment Task Group.</p> <p><b>G. IDEA:</b> IDEA has not met since the last Classified Senate meeting and next meets on 9/21/23.</p> <p><b>H. Sustainability:</b> Sustainability has not met since the last Classified Senate meeting and next meets on 9/20/23.</p> <p><b>I. Professional Development Advisory Committee:</b> PDAC has not met since the last Classified Senate meeting and next meets on 9/28/23.</p> <p><b>J. EEO Committee:</b> DEEO has not met since the last Classified Senate meeting. No EEO report out was available at today's Classified Senate Meeting. The Classified Senate is seeking representation on the Equal Employment Opportunity Committee. EEO meets on the second Tuesday of every month from 2:30 - 4:30 pm. Representatives will be required to attend in-person at either the Pittsburg Campus or Brentwood Center. Please visit the <a href="#">EEO website</a> for more information on the work and charges of EEO, and please contact BethAnn Stone if you are interested in serving as Classified Senate representative on this committee.</p>
8.	Council Business	<p><b>A. CS Budget Update:</b> Sheri Woltz explained that there has been some slowness from the District pertaining to when expenses have been applied to our account, so we are a little bit over on last year's budget due to information being applied late. Sheri expects to meet with Reginald Turner on 9/13/23 to receive and review the documents he has and develop a new shadow budget for tracking. BethAnn Stone added that this year's budget has not been loaded yet. BethAnn shared that we have a commitment from the Office of Equity and Inclusion to pay the Classified Senate team's registration fees for the Classified Leadership Institute event in June. They have also agreed to support us through other funding sources and help augment the travel costs associated with attending the conference.</p> <p><b>B. Formation of Committees:</b> BethAnn Stone described Classified Senate's need for formation of two committees this fall. We have a few positions up for elections, so recruitment needs to begin for the Elections Committee. Lisa Avery has expressed her interest in continuing as a committee member. We also need to restart the Fundraising Committee, who will be the lead committee on planning the Crab Feed. The Crab Feed raises a lot of money for student scholarships, but work needs to start early to secure everything, including the crab itself. The committee will be organized similarly to the Job Links committee, where sub-groups are created within it to accomplish work in different areas (food, facilities, decorations, etc.). Sandra Mills thought that the committee should meet every two weeks. Finally, BethAnn requested Classified Senate support in coordinating the fall Fun Run. BethAnn created a Wufoo form for registration and sent Cesar examples of previous Fun Run flyers for the design intern team to use as references. Registration has been extended through the first Friday in October, and once the flyer is designed promotion for the Fun Run will begin. The last day to participate in the Fun Run is Friday, 10/31/23, and participants can also gather this day in Parking Lot "C" at 4:00 PM for the "Trick Your Ride" contest. The registration amounts remain the same from the previous Fun Run (\$15.00 for a regular bid, \$25.00 for a medal and bid, and \$35.00 for medal, T-shirt, and bid). An option to donate to the scholarship fund without participating in the Fun Run will also be included in the forms and information related to the event. BethAnn asked the group for their thoughts on the entry fee for the "Trick Your Ride" contest, and Sandra remarked that \$20.00 seemed too high, and proposed a \$10.00/student, \$15.00/employee entry fee, which the group supported. If you have ideas for fundraising events or are interested in serving on the Classified Senate Elections Committee, Fundraising Committee, or helping BethAnn coordinate the Fun Run this semester, please reach BethAnn.</p>
9.	Adjourn Meeting	<p><b>C. Adjourn at 4:33 pm Action:</b> M/S: S. Mills/I. Sukhu (9-0-0)</p>