

CLASSIFIED SENATE MINUTES
Monday, January 30, 2023 3:00 – 4:30 pm
[ZOOM](#)

Members Present:


Council: BethAnn Stone – *President*, Reginald Turner – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*, Grace Villegas – *Council Member*

Attendees: Courtney Diputado, Irma Gregory, Nadiya Korkuna, Andrew Murphy, Leticia Rodrigues, Annica Soto, Mika Sugahara

Guest: Natalie Hannum

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Classified Professional Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:03 pm.</p> <p>Announcements: BethAnn Stone announced that the Classified Senate “A Night in Winter Wonderland” student scholarship fundraising gala is planned for Saturday, 2/25/23. Tickets are \$50 and may be purchased by Monday, 2/13/22 at either the Cashier’s window or online. You must be 21+ to attend. The event begins with a cocktail hour at 5:30 pm, followed by dinner from 6:30 to 10:00 pm. There will also be an opportunity drawing, dessert, and a silent auction for a secret item (hint: it is football-related). Opportunity drawing tickets are 10 for \$20 and they will be available for purchase with cash at the event. BethAnn emphasized how important the gala is, being Classified Senate’s last big opportunity this year to raise money. We want to boost our ticket sales, so please spread word of the event to your friends, family, and colleagues and encourage them to buy tickets to support our student scholarships. The band manager for Project 4 has been helping us promote by handing out flyers to their clients and fans. For detailed instructions on purchasing tickets and to view the event flyer, please refer to BethAnn’s “LMC Classified Senate Scholarship A Night in Winter Wonderland...” emails.</p> <p>BethAnn Stone announced that the California Community Colleges Classified Senate (4CS) Spring Gathering of the Senates will take place on Friday, 3/3/23 at Chabot College in Hayward, CA. This will be the first in-person Gathering on the Senates in over three years. The exact time, agenda, and link to register will be coming soon. This is an excellent opportunity to connect and engage with colleagues from around the State and to learn more about Classified Senate. If you are interested in attending, please mark your calendars with this date and the event flyer has been included as an attachment with BethAnn’s 2/2/23 Classified Senate Meeting summary email.</p> <p>BethAnn Stone shared additional updates from 4CS. 4CS will be taking over the Caring Campus initiative from the Institute for Evidence-Based Change (IEBC). The organization was given a grant to help with the transition efforts and the anticipated transition time is about 18 months. BethAnn suggested that someone from LMC Caring Campus attend the 4CS Spring Gathering of the Senates since it may provide more information, or possibly a breakout room or workshop, around the Caring Campus transition. 4CS has also had extensive conversations on the first read of 4CD 9+1 and they discussed exit forms for board members that resign or whose terms end. When it comes to academic and professional matters, Academic Senate has 10+1, most of which is related to areas such as accreditation, curriculum program, review, etc. Classified senate is looking to have a 9+1 so that we have a seat at the table during discussions, whether they be academic or professional. For a detailed report of the 4CS updates, please refer to BethAnn’s 2/2/23 Classified Senate Meeting summary email where they have been included as an attachment.</p> <p>BethAnn Stone announced that Local 1 will be holding elections this term for the 4CD Unit President position vacancy and they are looking for someone from LMC to serve on the union’s Elections Committee. If you are a Local 1 member and are interested in representing LMC on the Local 1 Elections Committee, please email Sandra Mills. More information will be forthcoming from Sandra regarding the upcoming Local 1 elections.</p> <p>BethAnn Stone shared that registration is open for a series of webinars called “Lift 2023”, which is a Classified Professional Leadership and Career Advancement Series developed and hosted by the Leadership Institute for Tomorrow in collaboration with the California Community College Chancellor’s Office. There are four webinars on</p>

		<p>Fridays from noon to one and the topics are inspired and informed by Classified Professionals' responses to the DEIA professional development needs assessment survey. The first webinar is on 2/10/23 and if you would like to register, please refer to BethAnn's 2/2/23 Classified Senate Meeting summary email for the attached "4CS_ LIFT 2023 Webinar Series Registration" document.</p> <p>Irma Gregory shared in the meeting's chat that the District has announced the selection of one finalist, Dr. Jeffrey Michaels, for the position of Associate Vice Chancellor, Human Resources.</p> <p>Public Comment: Vice President of Instruction Natalie Hannum welcomed the group to the spring semester, thanking Classified Professionals for their hard work and expressing her enthusiasm at hearing about the 9+1 efforts. Natalie noted the excitement and energy on campus and described the college's priority to encourage face-to-face classes in larger quantities to align courses to our facilities. While there appears to be an enrollment issue with students enrolling in asynchronous courses more quickly, that is not necessarily how they are learning best. Natalie shared that there are also two Deans positions that are out. The Interim Dean of Math and Sciences closes on 1/30/23 and the permanent Dean of CTE is also out. Natalie will share the details of these hirings once they become available. Natalie acknowledged Leticia Rodrigues and Michele Laruta, Administrative Assistant IIIs, and shared her delight at having them join the Office of Instruction. Natalie will return on 3/13/23 with an update for Classified Senate on Guided Pathways and Strategic Enrollment Management. BethAnn Stone thanked Natalie for the updates and welcomed the new Classified Professionals at LMC joining either from other campuses or outside of the district.</p> <p>Classified Professional Spotlight: The Classified Professional Spotlight was skipped this meeting since we did not receive a volunteer. The Classified Professional Spotlight activity is a standing agenda item for us to learn more about each other and enrich our connections, and we are looking for more Classified Professionals to share their story (for about three minutes). If you would like to share about yourself at an upcoming Classified Senate Meeting, please contact BethAnn.</p>
5.	<p>Approval:</p> <p>A. Agenda of 1/30/23</p> <p>B. Minutes of 12/12/22</p>	<p>A. Agenda Action: Motion to approve the 1/30/2023 Classified Senate meeting agenda. M/S: S. Mills/C. Wood (13-0-0)</p> <p>B. Minutes Action: Motion to approve the 12/12/2022 Classified Senate Meeting Minutes. M/S: C. Wood/S. Mills (13-0-0)</p>
6.	<p>Presentation:</p> <p>2023 Council Elections</p> <p>CS Goals 2021-24 Priorities</p> <p>Spring Brentwood CS Meeting</p>	<p>A. 2023 Council Elections: BethAnn Stone explained that the Classified Senate Council positions of President, Treasurer, and Grace Villegas's Council Member seat are up for election this spring for terms which will begin in Fall 2023. Elections are held the semester of each position's last term so the newly elected person can take over the following semester and we have a transition period. In the fall we will have two Council Members seats and the Vice President position up for elections, and the following spring, one Council Member seat and the Secretary position. For the upcoming elections T' Sendenia Gage and Lisa Avery have volunteered to join the Election Committee. Since each is new to the elections process, we could use more help with the number of people and amount of elections experience on this committee. If you are interested in being a member or co-lead on the elections committee, especially if you've participated in our elections process previously, please reach BethAnn or Sandra Mills.</p> <p>B. CS Goals 2021-24 Priorities: BethAnn Stone asked for consensus and approval of least two goals that we would like to work on this semester. The group talked about these goals and the outcome of this discussion was a proposal to focus on Goals #2 and #5. Here is a summary of these goals and their objectives.</p> <ul style="list-style-type: none"> • Goal #2 - Develop strategies to create a culture of communication between Classified Senate, Classified Professionals, and within our LMC Community. • 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. <p>BethAnn explained that these goals and their objectives are more about the action plans and activities we do to advance the achievement of the goal that our objectives are aligned with. Last semester we prioritized Goal #1 and the Cultural Empowerment Committee met and discussed ideas for spring activities. The committee will reconvene</p>

		<p>this term to see which items may be pushed forward. Regarding Goal #3, BethAnn happily reported that attendance has increased in our Classified Senate Meetings over the last two semesters. Goal #5 is primarily related to fundraising and it is consistently a continuous goal. Classified Senate focuses on fundraising for our student scholarship awards each semester and these activities should always be included when evaluating our priorities. Catt Wood put forth Goal #1 as a priority, and also Goal #2 as a priority for later in the semester to organize for fall a Welcome Day for Classified Professionals. Sandra Mills also put forth Goal #2 as a priority and proposed having some sort of celebration for Classified Professionals given the challenges we've faced over the past year. Lawrence Punsalang agreed with setting Goal #2 as a priority since is particularly relevant to his recent experiences with Caring Campus. Lawrence describes these experiences in his Caring Campus Committee report out which may be found in Item 8.A. of these minutes. Irene Sukhu agreed with pursuing Goal #2 and commented about Objective 2.1, which is about developing a bi-monthly newsletter showcasing Classified Professionals and their work. Tying into the Caring Campus Committee's experiences writing the Caring Campus Newsletter, Irene thought it would be difficult to release it on a bi-monthly schedule due to the work it requires. BethAnn replied that as we move forward with the approved goals, Classified Senate will evaluate each of the objectives and develop our activities accordingly. For example, we may find during discussion that the Caring Campus Newsletter satisfies that particular objective. Motion to approve Goal #2 for the Spring 2023 priorities for the Classified Senate; Motion amended to include Goal #5 in addition to Goal #2 for the Classified Senate Spring 2023 priorities. M/S: S. Mills/I. Sukhu (14-0-0). An item devoted to discussing the objectives of Goal #2 will appear on the agenda for the 2/13/23 Classified Senate Meeting. The LMC Classified Senate 2021-2024 Goals & Objectives document can be found at the LMC Classified Senate website or can be viewed and/or downloaded by clicking here. If you would like additional information on Classified Senate or are not sure how to become more involved, please visit our website at https://www.losmedanos.edu/intra-out/cs or contact BethAnn at bstone@losmedanos.edu.</p> <p>C. <u>Spring Brentwood CS Meeting:</u> BethAnn Stone explained that Classified Senate plans to hold one of our meetings this semester at the Brentwood Center. BethAnn asked Lawrence Punsalang if there was a particular meeting date and room that would work best for this. Lawrence responded that any of the CS scheduled meeting days would work well and that there is a conference room that he could reserve which would be an appropriate space. BethAnn proposed 4/10/23 as a date for the meeting and felt that it was far enough in advance to allow for Classified Professionals to make arrangements to come to the Brentwood Center in-person. Attending virtually will remain an option for those who cannot attend in-person. BethAnn will bring the CS Owl camera and the laptop we use for our meetings to host the meeting at the Brentwood Center. Motion to approve the Classified Senate's April 10, 2023 meeting in-person modality location to the Brentwood Center. M/S: S. Mills/C. Wood (13-0-0). Lawrence also recalled a time when an LMC van was used to bring students between campuses and he thought this could be offered as an alternative to carpooling or driving alone to the Brentwood Center. Lawrence will investigate who the contact person is for use of the campus van and share it with BethAnn.</p>
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7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone shared that the DGC meeting agenda was light with nothing of significance to report. The CSCC meeting was cancelled, but BethAnn reported that CCC Classified Senate President Brandy Gibson accepted a position at DVC and has therefore resigned. Stephanie Figueroa has stepped up and is now serving as the new CCC Classified Senate President.</p> <p>B. Shared Governance Council: SGC has not met since the last Classified Senate meeting.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee & ISLO Core Group: Planning Committee has not met since the last Classified Senate meeting.</p> <p>F. TAG/Technology Plan Core Group: BethAnn Stone shared a report out from Courtney Diputado describing that there is no TAG meeting this month and that according to the chairs of TAG, their primary charge was to complete the Technology Strategic Plan. This was completed a few months ago and so TAG is apparently no longer meeting. BethAnn, Sandra Mills, and Catt Wood each expressed that it is concerning TAG is not meeting since technology issues still exist. For instance, Catt shared that their vendor for printing has gone out of business. BethAnn will raise these concerns to Interim President Pamela Ralston.</p> <p>G. IDEA: IDEA has not met since the last Classified Senate meeting.</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting and will meet next in February.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p> <p>J. EEO Committee: EEO has not met since the last Classified Senate meeting and will meet next in February. Mika Sugahara reported that one of the EEO Co-chairs will be Rosa Armendariz, who is also our new Interim Dean of Equity & Inclusion. Rosa used to be at LMC, and has since been at DVC. BethAnn Stone asked Classified Professionals to welcome Rosa back to LMC if afforded the opportunity. Mika brought forward for approval the appointment of Denise Uribe as EEO Classified Senate representative to replace Raymond Tirado, who is no longer at the college. When this motion was brought forth, Irma Gregory shared her concern regarding the appointment of committee representatives who are not regularly participating in Classified Senate meetings, since they are the members who ultimately provide each meetings' committee reports. Sandra Mills pointed out that many of our committees have CS representatives who are not usually in attendance. BethAnn noted that for these committees the representatives work out between themselves who will attend each committee meeting and, in their absence, email BethAnn a report out for the CS meeting. Were we to require regular CS meeting attendance from all our committee representatives, this could introduce a problem that impacts our representation on committees. Irma continued to suggest that newly-appointed representatives introduce themselves at a CS meeting in advance of their reporting. Sandra thought that this topic was worth a lengthier discussion at a future CS meeting, since it potentially involves the changing of our Bylaws on committee appointments, and she amended her motion accordingly. Motion to approve the appointment of Denise Uribe to the EEO Committee (to replace Raymond Tirado); Motion amended to withdraw as more discussion is needed regarding attendance and regular report-outs of CS committee representatives. M/S: S. Mills/L. Punsalang (<i>Motion withdrawn</i>). Mika will share this development with Denise and extend an invitation to her to join us at the next CS meeting on 2/13/23.</p>
8.	Council Business	<p>A. Caring Campus Committee: Lawrence Punsalang thanked all who signed up to greet students for Welcome Week, and also everyone for assisting students throughout the first week of the semester. The next Caring Campus newsletter should be published in early February and the Classified Professionals from the Child Study Center will be featured. Lawrence shared a photo taken of the group for the newsletter. Caring Campus had hoped to spotlight the Buildings & Grounds Classified Professionals and they communicated with 19 employees. However, after nearly two months they had only received three replies. Because of this, Lawrence believes we should focus on Goal #2 in our goals and priorities. Many Classified Professionals have been on campus working but are not visible to us because their shifts are on late nights, mornings, or the weekend. As a result, they may not be able to attend Classified Senate meetings and have a limited access to CS communications. Lawrence thinks we need to prioritize reaching out to these individuals and providing them opportunities to be more involved in CS activities. Some of the staff in the Child Study Center have been with LMC 20 years or longer and have yet to participate in any LMC committee. Employee groups such as theirs should be reached out to and celebrated. BethAnn, agreeing with his</p>

		<p>points, thanked Lawrence and reflected on the last CS meeting of Fall 2022, when Sandra Mills and Sheri Woltz brought desserts and coffee from the meeting to the Buildings & Grounds night staff. BethAnn will be working with the night shift employees' manager to see if there is time that could be allocated during their shifts for Classified Senate, and she is collaborating with Sheri on having recordings of our meetings available for these employees to review and provide feedback on. BethAnn can also include the Child Study Center staff in the distribution of these recordings.</p> <p>B. Fundraising Committee: BethAnn Stone shared that planning for the Classified Senate “A Night in Winter Wonderland” fundraising gala is progressing and our decorations are nearly completed. Project 4 has agreed to lower their booking fee to help support student scholarships, which is a very generous and appreciated gesture. The Waterfront Grill & Café has also worked with us on the price and we have some amazing opportunity drawing prizes. We have restaurant gift cards, a beautiful ceramic bowl from Lucy Snow, many gift baskets, and one special item that will be up for silent auction. BethAnn hinted that it is an authenticated autographed football, but whose it is will remain a secret. Please spread word of the event to your friends, family, and colleagues and encourage them to buy tickets to support our student scholarships. We need to boost ticket sales and if we are not able to hold this event, we will not be able to award scholarships this year. For detailed instructions on purchasing tickets and to view the event flyer, please refer to BethAnn’s “LMC Classified Senate Scholarship A Night in Winter Wonderland...” emails.</p>
8.	Adjourn Meeting	Adjourn at 4:21 pm Action: M/S: S. Mills/C. Wood (11-0-0)