

**CLASSIFIED SENATE MINUTES**  
**Monday October 2, 2023 3:00 – 4:30 pm**  
**CC3-361/BRT-135 & ZOOM**

**Members Present:**

**Council:** BethAnn Stone – *President*, Aaron Nakaji – *Secretary*, Courtney Diputado – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

**Attendees:** Irma Gregory, Connie Konsavage, Mika Mobley, Carlos Montoya, Justin Nogarr, Tatiana Pak, Sarah Ryan, Annica Soto, Grace Villegas

**Guest:** Nicole Friend, Jordan Scheuermann

Item	Agenda	Outcomes
1. 2. 3. 4.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b> <b>Caring Campus Spotlight</b>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:07 pm.</p> <p><b>Announcements:</b> BethAnn Stone announced that a regional panel discussion titled, “A Tough Climb: Housing Insecurity in Contra Costa County” is happening on Tuesday, October 3<sup>rd</sup> from 9:35 - 11:00 am in SU-108. Sponsored by <i>The LMC Experience</i>, you’ll hear stories from LMC students who have struggled with homelessness, along with proposed solutions, community resources, and policy reform ideas from local leaders. For more information, please refer to Jennifer Saito’s 10/2/23 “Housing Insecurity Panel TUESDAY, 10/3” event announcement email.</p> <p>BethAnn Stone shared that the September Caring Campus Newsletter was released and BethAnn recognized the two “Who Got Caught Caring” award recipients, Bridgette Garcia Alvarado and Jennifer Garcia. Bridgette and Jennifer are spotlighted in the newsletter along with departmental spotlights for Admissions &amp; Records (Brentwood &amp; Pittsburg) and the Math Department (Brentwood &amp; Pittsburg). Please refer to Irene Sukhu’s 9/29/23 “Don’t Miss the September 2023 Caring Campus Newsletter!” email to read the newsletter in its entirety.</p> <p>Justin Nogarr announced that District Office Purchasing is offering a Purchasing Training on Thursday, October 12<sup>th</sup> from 10:00 - 11:30 am in SU-106. This training will touch on many aspects of the DO Purchasing department, including a general overview of the department, procurement cards, ancillary services (Home Depot, Office Depot, travel program, etc.), requisitions, purchase orders, InSite Portal &amp; SharePoint purchasing pages, and board contracts. Please <a href="#">register via GROW here</a>, and this link is also included in Justin’s 10/3/23 “Purchasing Training Links &amp; Info” event announcement email. BethAnn thanked Justin and the group congratulated him on his new role as LMC Professional Development Coordinator.</p> <p>BethAnn Stone shared that the Stress &amp; Burnout Questionnaire survey concluded on 9/29/23, and the results have been reviewed in preparation for the upcoming Equity in Action Workshops. BethAnn will also share these results in greater detail and with visualizations at the 10/16/23 Classified Senate Meeting. Approximately 120 Classified Professionals (permanent and hourly) responded to the survey, about a 30% response rate, which BethAnn was excited for.</p> <p>BethAnn Stone announced that the Equity in Action Workshop Series begins on Friday, 10/20/23. In collaboration with the Office of Equity and Inclusion and Caring Campus, the workshop is titled “Self-care &amp; Restorative Practices” and will be held in-person in room L-109. It begins with lunch from 12:00 - 1:00 pm, followed by the program from 1:00 - 3:00 pm. Invitations to the event will come out soon and you may <a href="#">register using this link</a>. For more information about the Equity in Action Workshop Series, please refer to BethAnn’s 10/5/23 Classified Senate meeting summary email.</p> <p><b>Public Comment:</b> No public comments were made.</p> <p><b>Caring Campus Spotlight:</b> No comments were made for the Caring Campus Spotlight.</p>
5.	<p><b>Approval:</b></p> <p><b>A. Agenda of 10/02/23</b></p> <p><b>B. Minutes of 9/11/23</b></p> <p><b>C. Teleconference Waiver Form</b></p>	<p><b>A. Agenda Action:</b> <b>Motion</b> to approve the 10/02/23 CS meeting agenda. <b>M/S:</b> I. Sukhu/J. Nogarr (12-0-0).</p> <p><b>B. Minutes Action:</b> <b>Motion</b> to approve the 9/11/2023 Classified Senate Meeting Minutes. <b>M/S:</b> C. Wood/C. Diputado (11-0-1; G. Villegas abstained).</p> <p><b>C. Teleconference Waiver Form:</b> No teleconference waiver requests were made.</p>

<p>6.</p>	<p><b>Presentation:</b> Facilities Master Plan</p> <p>EEO Retreat Outcomes &amp; Proposals</p>	<p><b>A. <u>Facilities Master Plan:</u></b> Nicole Friend and Jordan Scheuermann presented the Facilities Master Plan (FMP) updates and survey exercise. Nicole and Jordan are representatives from architecture firm Steinberg Hart, who are engaged in LMC’s Facilities Master Plan, and they have been meeting with different areas of the college to gather feedback and answer questions. Nicole explained that Steinberg Hart’s task is to investigate the college, translate any strategic or educational plans into this physical plan, support the constantly changing needs of the campus, establish a framework for an implementation that supports everyday decisions, and ultimately, maximize state funding. This is a four-phase process:</p> <ol style="list-style-type: none"> <li>1. Discovery &amp; Assessment (the current phase, during which Steinberg Hart gathers data and meets with stakeholders)</li> <li>2. Concepts &amp; Alternatives</li> <li>3. Draft Master Plan</li> <li>4. Final Documentation</li> </ol> <p>The stakeholder groups are described as Core, Involved, or Informed, with Classified Senate as part of the Involved group. As a link between the larger campus community and their steering committee, Classified Senate can provide Steinberg Hart, through engagement and surveys, another level of understanding as they move closer to the core group and to recommendations as a whole. Nicole shared the timeline for the process, pointing out the long timeframe in September, which is dedicated to stakeholder engagement and interviews. Mika Mobley has been helping Steinberg Hart schedule and organize these meetings. The Planning Foundation for the FMP includes District strategic decisions, the 2035 District-wide updated sustainability goals, the LMC vision and mission, the LMC Technology Master Plan, and the LMC Educational Master Plan. Steinberg Hart is examining the county as a whole, from demographics to overall enrollment, and how this data has changed in the last 10 years. LMC’s two campuses are being analyzed, both as a whole and individually, examining characteristics such as overall structure of the campuses, location of services, available square footage, acreage, and age of buildings. Steinberg Hart held a Flex Week workshop in August to gather information about how the campus is being used and the needs that exist, and there will be a larger campus-wide survey that will go out to employees and students which will ask similar questions. Team members have been on the ground across the campus assessing wayfinding, assessing the structure and quality of buildings, and performing space utilization analysis. Steinberg Hart’s next steps are to move into options and develop strategies around the data gathered. Nicole presented the FMP Classified Senate Survey exercise, and the group joined the survey through a website to provide results in real-time. Participants were encouraged to take the survey again if they felt there was more to add after reflecting on the questions. BethAnn Stone thanked Nicole and Jordan for visiting Classified Senate and for their presentation. If you have any questions for Steinberg Hart, please email them to BethAnn and she can forward them to Nicole. Here is the link to complete the <a href="#">FMP Classified Senate Survey</a>, and the Steinberg Hart presentation has been included as an attachment to BethAnn’s 10/5/23 Classified Senate meeting summary email.</p> <p><b>B. <u>EEO Retreat Outcomes &amp; Proposals:</u></b> Irma Gregory, Classified Senate representative to DEEOAC, presented the EEO Retreat Outcomes &amp; Proposals. Irma reported that the group had participated in two activities during their EEO Retreat. The first activity was a collaboration session focused on brainstorming and generating ideas on how Staff Diversity funds could be strategically spent to enhance staff diversity and promote a more inclusive and equitable work environment. Irma is asking Classified Professionals to identify any topics or initiatives that Classified Professionals might consider to support their professional development in the area of diversity and inclusion. In the second activity, DEEOAC had discussed how to approach using the EEO budget. There are several categories in this budget, one of which is for Classified Employee Professional Development. The District’s funding award balance for this is \$89,965 which is a district-wide, one-time funding. Since the funds are designated to Classified Professionals, Irma is concerned that decisions are being made about the use of these funds without input from Classified. Irma is seeking feedback from Classified Professionals regarding the distribution of these funds before the next DEEOAC meeting on 10/15/23. What was suggested is to open this budget to everyone, not just Classified Professionals, to propose projects that would contribute to Classified Employee Professional Development. Irma thought that Classified Professionals should develop their own professional development, but she wanted input from other Classified Professionals whether or not to support this proposal. Catt Wood wondered if these funds could be used to start a Classified Nexus or mentorship program for new employees. Irma responded</p>
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		<p>that this was a possibility and funds could be used for one large project or a larger number of smaller projects. Irene Sukhu asked if the funds could be used to support Caring Campus at the colleges. Irma replied that while Caring Campus could be connected to equal employment, the idea didn't come up during the EEO Retreat's first activity. Irma asked Irene to email her any ideas related to Caring Campus-related professional development that could be shared with DEEOAC. BethAnn Stone asked if there was discussion about distributing the funds to each college's Classified or Professional Development office and having them decide the guidelines for its use. Irma answered that after the suggestion was presented there wasn't an opportunity to discuss alternatives, but if Classified Professionals support it, DEEOAC could present a proposal that allocates the funding to the colleges rather than distributes it according to the requests. Irma encouraged the group and all Classified Professionals to express their opinions on this initiative, and asked for any feedback to be emailed to her by Tuesday, 10/10/23. Irma's DEEOAC report-out and the EEO Budget Proposal documents have been included as attachments to BethAnn's 10/5/23 Classified Senate meeting summary email for your information and review.</p>
7.	<b>Committee Input and Report Outs</b>	<p><b>A. District Reports:</b> CSCC and DGC have not met since the last Classified Senate Meeting.</p> <p><b>B. Shared Governance Council:</b> Irene Sukhu reported that at SGC, VPB&amp;AS Carlos Montoya presented the updated budget. Members were also identified to serve on the Rap Review subcommittee. This subcommittee includes one person from each constituency group to review the rubric and the proposals and present their findings at the next SGC meeting. The subcommittee that was established consists of Cesar Reyes for the Classified, who also volunteered to be the chair of this group, Dean of Instruction Aprill Nogarr for the managers, Jacob Boyle for the students, and William Cruz for the Faculty. If you are interested in learning about the RAP process, please refer to VP Montoya's 9/19/23 "[Information] Budget Requests for 2022-24 Fall..." email. President Pamela Ralston provided an update on the plan for the Great ShakeOut on 10/19/23, which will be an earthquake drill instead of an evacuation drill. Ryan Pedersen, Senior Dean of Planning and Institutional Effectiveness, gave a presentation and update regarding the accreditation midterm report. The accreditation midterm report will be more forward thinking and the narratives will be replaced by a checklist. Although the Quality Focused Essay (QFE) is no longer required, they will continue their work concerning the First Year and Student Services goals. Please contact Irene if you are interested in reading the full, detailed notes on this presentation. President Ralston shared information regarding the Classified Town Hall with Interim Chancellor Mojdeh Mehdizadeh and encouraged all Classified Professionals to attend. It is scheduled for Tuesday, 10/10/23, from 11:30 - 12:45 pm. Participants may attend in-person in room L-109 or join virtually through Zoom. The Participatory Governance Task Group will hold their first meeting on 10/4/23. Classified Senate is seeking one more representative to SGC, so if you are interested in serving on this committee, please contact BethAnn Stone. Please <a href="#">visit their website</a> for more information on the work and charges of SGC.</p> <p><b>C. Strategic Enrollment Management:</b> SEM has not met since the last Classified Senate meeting.</p> <p><b>D. Safety Committee:</b> No Safety Committee report-out was available at today's Classified Senate Meeting.</p> <p><b>E. Planning Committee:</b> Planning Committee has not met since the last Classified Senate meeting and next meets on 10/5/23.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate meeting.</p> <p><b>G. IDEA:</b> Catt Wood reported that the last IDEA meeting was cancelled due to not meeting quorum. BethAnn Stone shared that Myles Crain and Lindsay Litowitz have volunteered to serve as Classified Senate Representatives to IDEA. <b>Motion</b> to approve Myles Crain and Lindsay Litowitz as Classified Professional Representatives for the Senate on IDEA. <b>M/S:</b> I. Sukhu/A. Soto (12-0-0).</p> <p><b>H. Sustainability:</b> No Sustainability Committee report-out was available at today's Classified Senate Meeting. Classified Senate is seeking one more representative to Sustainability Committee, so if you are interested in serving on this committee, please contact BethAnn Stone. Please <a href="#">visit their website</a> for more information on the work and charges of Sustainability.</p> <p><b>I. Professional Development Advisory Committee:</b> Justin Nogarr reported that Planning Committee met and discussed how Distance Education and PDAC will partner and support each other as DE's funding comes to an end.</p> <p><b>J. EEO Committee:</b> No EEO report-out was available at today's Classified Senate Meeting. BethAnn Stone shared that Connie Konsavage has volunteered to fill the vacant Classified Senate representative seat on EEO. <b>Motion</b> to approve Connie Konsavage as Classified Professional Representatives for the Senate on the EEO Committee. <b>M/S:</b> I. Sukhu/C. Wood (12-0-0).</p>

8.	Council Business	<p><b>A. Fundraising Update:</b> BethAnn Stone shared updates for three fundraising events that are currently planned. The Fundraising Committee is holding their first meeting sometime this week to begin work on the Crab Feed. If you are interested in joining this subcommittee, please reach BethAnn. Next, the Classified Senate Student Scholarship Spooky &amp; Spirited Fun Run Fundraiser started on 10/1/23 and ends on 10/31/23 (Halloween). Participants can complete the 5K run independently or with a team during the month of October. The fun run is virtual, and upon completion participants may submit their photos to BethAnn to be posted on the CS webpage. Participants are also invited to meet in Parking Lot “A” at 4:00 pm on Halloween in a fun costume to celebrate their 5K completion. Please register and pay for your desired package by 5:00 pm on 10/20/23 <a href="#">through this link</a>. We also have the Classified Senate Scholarship Trick-Your-Ride Car Costume Contest, during which participants decorate their vehicle in a costume to win an Amazon gift card. Please register and pay the registration fee by 5:00 pm on 10/29/23 by <a href="#">following this link</a>. The Trick-Your-Ride Contest also meets on Halloween in Parking Lot “A”, along with LMC Student Life’s Trunk-or-Treat event, which is from 4:00 pm to 7:00 pm. There will be free candy and many other delicious treats, and attendees can vote on their favorite car costume. For more information and to view the event flyers, please refer to BethAnn’s 10/5/23 Classified Senate meeting summary email.</p>
9.	Adjourn Meeting	<p><b>Adjourn at 4:34 pm Action:</b> M/S: I. Sukhu/C. Wood (11-0-0).</p>