

CLASSIFIED SENATE MINUTES
Monday, October 10, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice 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: Kathryn Anderson, Lisa Avery, Eloine Chapman, Robert Delgado, Courtney Diputado, Irma Gregory, Nadiya Korkuna, Annica Soto, Mika Sugahara

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Classified Professional Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm. Each Classified Professional introduced themselves to the group by sharing their name, their position at LMC, and, if applicable, their Classified Senate role.</p> <p>Announcements: BethAnn Stone thanked Irma Gregory, the Classified Senate representative to the District Equal Employment Opportunity Advisory Committee (DEEOAC), who brought to BethAnn’s attention that the 4CD Equal Employment Opportunity (EEO) Plan will be presented at the 10/13/22 Local One meeting for their first read. This meeting will be an opportunity for any Classified Professionals to attend and provide additional feedback. We reviewed the 4CD EEO Plan in draft mode during the last academic year, but it has now reached its final stages and was approved at DGC last week. BethAnn’s detailed report of DGC’s approval can be read in Item 6.A. District Reports, and the 4CD EEO Plan final draft is included as an attachment to her 10/13/22 Classified Senate meeting summary email.</p> <p>BethAnn Stone announced that the October Mental Resilience Challenge has started, and LMC is behind DVC in number of participants. Nadiya Korkuna commented that the Challenge has been fun, and BethAnn encouraged all Classified Professionals to participate and take advantage of the tool, which can enhance mental well-being through habitual meditation. Classified Senate contributed two \$25 Amazon gift cards as prizes during the previous Challenge and at our next meeting there will be an item for us to discuss donating again. For more information on the October Mental Resilience Challenge, please refer to Eric Moss’s 10/4/22 Challenge update email.</p> <p>BethAnn Stone shared that the IMPACT Student Leadership Conference will take place on Friday, 10/14/22, from 9:00 am-3:00 pm. This annual conference is brought to you by the Office of Student Life, Equity & Inclusion, and LMCAS. This year’s IMPACT Leadership Conference will focus on revitalizing our energy and connection to the campus and one another. This conference is an opportunity for us to learn, connect with others who have similar interests, recharge, and get involved. Participants will be able to attend the event in-person at the LMC Pittsburg Campus Student Union Conference Center or online via Zoom. For more information on the IMPACT Leadership Conference, please refer to Teresea Archaga’s 10/5/22 event registration email.</p> <p>Sandra Mills reminded all Classified Professionals that Local One is asking members to be at the District Office Governing Board meeting on Wednesday, 10/12/22, in a show of support for the Local One negotiating team. The Board meeting starts at 6:00 pm, so members are asked for their presence at 5:00 pm. A taco truck will be there to provide food for the first 50 people and please wear your Local One/AFSCME shirt or a green/navy blue shirt, if possible. BethAnn Stone encouraged Classified Professionals to attend and asked Sandra if virtual attendees would be noticed. Sandra responded that a large contingent of Classified showing up virtually would make a statement, but that individuals being there in-person would have a stronger impact.</p> <p>Public Comment: No public comments were made.</p> <p>Classified Professional Spotlight: BethAnn Stone volunteered to introduce and share about herself to the group for this meeting’s Classified Professional Spotlight activity. BethAnn is the Senior Administrative Assistant for Planning & Institutional Effectiveness. She was born and raised in Dixon, TN before moving to California, and she graduated from Antioch High School. BethAnn now resides in Brentwood, has been married for three years, and has two children and three grandchildren. BethAnn has previously worked in dialysis, as a home health aide, as a baker at Lucky’s, in critical care at John Muir, and as a police dispatcher. BethAnn is a former LMC student and has now worked for LMC for 13</p>

		<p>years, starting off as an hourly employee providing support for Academic Senate, and has since held jobs with Admissions & Records, the LMC Foundation, the President's Office, DSPS, and Nursing. BethAnn was Classified Senate Secretary for four years before she ran as Vice President, and then was approved as President when Justin Nogarr, the previous President, had to step down. Sandra Mills pointed out that, notably, BethAnn was also the 2018 California Community Colleges Chancellor's Office Classified Employee of the Year. The "Classified Professional Spotlight" 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>
4.	<p>Approval:</p> <p>A. Agenda of 10/10/22</p> <p>B. Minutes of 9/26/22</p>	<p>A. Agenda Action: Motion to approve the 10/10/2022 Classified Senate meeting agenda. M/S: I. Sukhu/C. Diputado (17-0-0)</p> <p>B. Minutes Action: Motion to approve the 9/26/2022 Classified Senate Meeting Minutes, with one correction to revise "HERP" to "HEERF". M/S: C. Reyes/S. Mills (15-0-2; G. Villegas and R. Delgado abstained)</p>
5.	<p>Presentation:</p> <p>Student Equity Plan Draft Update</p> <p>Bylaws Review & Revision</p>	<p>A. Student Equity Plan Draft Update: Robert Delgado, Senior Program Coordinator, Office of Equity & Inclusion, presented an update on the Student Equity Plan (SEP) Draft. The plan has been in development since April 2022 and is now in its roadshow phase, being presented to the various committees and senates for feedback. The SEP information was compiled from focus groups of college experts that were facilitated during the summer. Robert summarized the five SEP Metrics:</p> <ol style="list-style-type: none"> 1. Successful Enrollment: African American/Black identified students, Female Students 2. Completed Both Transfer-level Math and English within the District in the First Year: Black/African American, Male Students 3. Persisted First Primary Term to Subsequent Primary Term: Black/African American, Male Students 4. Attained the Vision for Success Definition of Completion within Three Years: Black/African American, Male Students 5. Transferred to a Four-Year Institution within Three Years: Hispanic/ Latinx, First-Generation, Male Students <p>The data was collected and then analyzed by Dean Chialin Hsieh, and it is accessible through this SharePoint link under "Data - Student Equity Plan". Robert explained that the "Metric Definition Dictionary" found in this folder is a useful resource since it contains the State's dictionary and how they define certain terms. The draft for review is also located here, under "NOVA SEP for Review". This year, the State provided a NOVA template used for each metric where up to 2500 characters can be written. In response to the prompts, you can describe the current structure, the ideal structure, planning & action, and what support is needed. Irma Gregory commented that her understanding was that the State has not yet provided LMC with the most recent demographic data and asked what data was used to determine the Disproportionately Impacted (DI) groups. BethAnn Stone responded that the data used was from both the State and District, as the District provides data to each college and the State provides us with student success metrics and the parameters for determining our DI populations. BethAnn added that they had collaborated with the District Research Office, Dean Sabrina Kwist, and the Planning deans from the other colleges to ensure that the data gathered and presented was consistent and relevant. Robert described that the State uses a Percentage Point Gap (PPG) equation to calculate and determine DI, and he offered a link to an overview of its method. Robert also shared a California Community Colleges Chancellor's Office website which provides student success metrics data, and he praised its design for being a user-friendly resource for collecting and interpreting information. A link to this site is also in the SharePoint folder as "Student Success Metric dashboard". Robert encouraged all Classified Professionals to browse the SharePoint documents and review the SEP Draft NOVA Template, in particular for the student success metrics your work covers or overlaps. The SharePoint folder contains a link, "2_SEP 22-25 FEEDBACK_Workplan", which opens an Excel workbook. The workbook initially displays the data, and underneath the spreadsheet there are tabs, one for each student success metric. In these tabs you will find the fields where feedback is submitted. Please be mindful not to mistakenly delete or alter someone else's previously submitted work. Robert explained that they will be constantly referring to this workbook to ensure that everyone's feedback is taken, and that the SEP will be a working document up until the first week of November. BethAnn added that the SEP can be updated annually as the college moves forward with its strategies and efforts. Classified Senate approval of the SEP template will be an agenda item at the next CS Meeting on 10/24/22. If you</p>

		<p>have any questions or require more information, please feel free to contact BethAnn or Robert. For more information and to view the SEP Draft NOVA Template, please navigate to the SharePoint folder, or refer to either Dean Sabrina Kwist's 10/7/22 College Assembly email or BethAnn's 10/13/22 Classified Senate meeting summary email.</p> <p>B. <u>Bylaws Review & Revision:</u> BethAnn Stone presented the ongoing ByLaws Review & Revision and reviewed and summarized feedback which was submitted for the latest draft. The feedback to consider incorporating at our next meeting is:</p> <ol style="list-style-type: none"> 1. Article IV, Section 1 - Notice and Place of Meetings: Notice of all Classified Senate Meetings is stated to be sent to one VP, the VP of Business and Administrative Services, and not to the other Vice Presidents. Should the other VPs (VPI, VPSS) be also given notice of meetings? 2. Article IV, Section 7 – Action without Meeting: There was feedback pertaining to the use of and referral to Council actions that are within its “powers and responsibilities” Technically, we only have a description of Responsibilities (Article IX). If we state "powers", should they be defined in the bylaws, especially if actions may be taken with them without a formal meeting? <p>BethAnn addressed feedback about the meeting frequency of the Classified Senate Council, clarifying that the Council meets twice a year, at the beginning of each fall and spring semester, to review policies and procedures, develop an outline of priorities and goals to present to the Senate, and to discuss any upcoming business that needs to be attended to. Feedback was also received to revise Article IV, Section 8b. – Rules of Attendance and Recall, to exclude “within a Classified Senate month” and correctly reflect the Classified Senate twice-monthly meeting schedule. For Article V, Section 2c. – Standing Committee Membership, the group discussed the membership on standing committees and its requirement for a minimum of one Council member each. BethAnn will respond to the Classified Professionals who left feedback to address their inquiries. Slight revisions to the draft were made for grammar and spacing and the updated version of the bylaws has been attached to BethAnn's 10/13/22 Classified Senate meeting summary email for your review and feedback. Please review the Classified Senate Bylaws and provide feedback via e-mail to BethAnn. The Classified Senate will complete the first read of the document at our 10/24/22 meeting.</p>
6.	Committee Input and Report Outs	<p>A. <u>District Reports:</u> BethAnn Stone reported that DGC reviewed the District's EEO plan which was brought for approval. The Faculty Senates' Coordinating Council (FSCC) discussed methods for streamlining equivalency for faculty and proposed to DO to set aside funds for each college to participate in institutionalized conferences and institutes, such as the Equity Conference and Curriculum Institute. Faculty noted their increasing levels of administrative work and discussed ways they can streamline or offload some of the workload. LMC Academic Senate reported looking at the Student Equity Plan and are considering creating a Racism and Equity task force to identify and address issues in a productive way, and they made recommendations to SGC on improving transparency and process of RAP. DGC noted and discussed that District-wide there are a lot of manager vacancies. Chancellor Mojdeh Mehdizadeh's report out included that she attended the Bay 10 Community Colleges conference and the challenges that we are experiencing in our District are also being felt across all the Bay 10 Colleges. For example, the disparity and challenges of in-person versus online classes, enrollment challenges, vaccines and testing, and masking. Some enrollment increases are due to “paying students to attend their college”, but they are not resulting in good success outcomes. The students that are paid to attend classes are not necessarily completing or finishing classes with a passing grade. A trustee who is working in Congressman Mark DeSaulnier's office gave a presentation on student housing vouchers. Congressman DeSaulnier is currently advocating at the Federal level to increase the number of vouchers for housing that are provided to UC or CSU students and to expand this to include community college students, and this is being pushed for and encouraged by our Governor and the State Chancellor's Office. The Institutional Effectiveness Partnership Initiative (IEPI) Planning Resource Team (PRT) first visit to the Chancellor's Office was concluded and the Chancellor will share, when it is available, the “menu of options”, which gives the District ideas for moving areas of focus forward in diversity, equity, and inclusion. Aderonke Olatunji will be the temporary replacement as Vice President, Business and Administrative Services at DVC while they hiring for the permanent position. Presentations from Student Services at each of the three colleges on addressing basic needs will also be given at the Governing Board meeting, and they will receive the 4CD Workforce Diversity Report. There have been some improvements made to that report in the last year and a half on</p>

		<p>hiring diverse candidates. There will be a bond financing update and resolutions are also on the agenda for undocumented student action, Filipino history month, out-of-state travel restrictions, and virtual meetings. The Associate Vice Chancellor search for human resources is underway and the position revision was approved. It remains open and active until 10/13/22 and interviews are tentatively scheduled for 10/27/22 and 10/28/22. DGC reviewed their bylaws and there were concerns about lack of student participation in DGC. Mojdeh stated she would mention it at the next district-wide Student Advisory Council meeting. The EEO Plan is slated for approval by the Governing Board in November and it includes the incorporation of the table from State. The Chancellor's Office will provide feedback after our initial submission and then the feedback will be brought to DGC and the Governing Board. It is on schedule to be submitted on time in December. There were also comments from DGC about how to be intentional in targeting diverse populations for candidates. We have increased our job board postings to include other diversity and hiring job boards like Insight to Diversity, etc. It is recommended to add a project or a component to the plan pertaining to onboarding. Examples of this that were given include our welcome packet and departmental orientations, etc. It was commented that too often when people are hired, they are not given any kind of training on the job whatsoever, and this was lifted up and asked to be included in the District EEO Plan.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC met on 9/28/22 and the Teaching and Learning Committee (TLC) charges and the RAP process were on the agenda, but the items were delayed to the next meeting. SGC welcomed a new faculty member as representative for Academic Senate, William Cruz. The Student Equity Plan was presented by Dean Sabrina Kwist and they reviewed its framework and approach. The SEP is meant to create institutional strategies that support equal outcomes for racially minoritized students. The SEM logic model, including SEM 2.0, and the institutionalization of Success Teams is being looked at, as well as the longitudinal trends of DI populations of interest. The next College Assembly on 10/17/22 will focus more on the work and projects of the SEP, not necessarily on the writing, and these will determine our top priorities. SGC reviewed the workplan for each of the five student success metrics and the Certificate of Achievement in Photography was approved. LMCAS brought to SGC that they are working on gathering data from students on zero cost textbooks. Curriculum Committee is working on a new GE Pathway that has come from the State.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM met on 10/4/22 they welcomed our new Director of Marketing & Media Design, Juliet Casey. SEM discussed setting the stage and the top five reasons why we are implementing Guided Pathways: space to belong, timely completion, consistent support throughout the educational journey, a building of community, and increasing engagement and connection. There are two position descriptions that were floated; counseling faculty who will be looking at degree checklists and sequencing, and Success Coaches. SEM went to breakout rooms and BethAnn was in the curriculum analysis group where they discussed sequencing documentation for liberal arts degrees. Cal-GETC have just come from the State and these new requirements included removing Area E entirely from GE requirement, and that is being proposed in the upper division level and aligning Speech to Area A. There was a suggestion to develop a task force from Curriculum Committee that would look at this and report back to Senate on a Cal-GETC pattern.</p> <p>D. Safety Committee: Eloine Chapman reported that Safety Committee talked about how the campus safety app appears to not be very accurate. Eloine is reviewing the map and is working with Police Chief Edward Carney. The evacuation map and its latest updates were also discussed.</p> <p>E. Planning Committee & ISLO Core Group: BethAnn Stone reported that Planning Committee met on 10/6/22 and BethAnn presented a few items. First, the EMP Action Plans report, which was compiled, formatted, and summarized by a small Planning Committee work group. It will be on the Classified Meeting agenda as an item for approval in November, at which time it will be forwarded on to SGC. The EMP Action Plans report is a collection of information from shared governance committees and college-wide plans and initiatives, such as the Adult Education Plan, Student Equity Plan, SEM, etc. Their goals are charges that align with an EMP goal or objective. This is built in eLumen, and then anticipated outcomes and action plans are included in the template, and then it is compiled and summarize into one report which provides a brief synopsis. The Student Course and Services Preference Survey, which was also administered last academic year, is in final draft and it is slated to be administered in late October or early November to use the information for spring planning. This survey is given online to all LMC students and its feedback helps to inform us what courses, services, and support students are preferring to receive. It will be interesting to see what results have changed from the last survey, if it has changed at all, particularly for students preferring online versus in-person instruction. Comprehensive Program Review trainings for scheduling, curriculum, and assessment of instructional units were completed in September and those</p>
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7.	Council Business	<p>A. Committee Appointments: BethAnn Stone explained that Classified Senate has a few vacancies in our SGC subcommittees: EEO Committee, SEM Committee, and Safety Committee. CS Council Member Lawrence Punsalang has volunteered to become our SEM representative. BethAnn requested a motion to appoint Lawrence to the Strategic Enrollment Management Committee. Motion to appoint Lawrence Punsalang as Classified Senate representative to replace Nicole Almassey on the Strategic Enrollment Management (SEM) Committee. M/S: C. Reyes/I. Sukhu (16-0-0). Lawrence has also volunteered to help serve on Safety Committee, and so has Lisa Avery. BethAnn clarified to Sandra Mills that VPB&AS Carlos Montoya's office communicated to her that, since Sandra represents Local One on Safety Committee, two more Classified Senate representatives are still needed. BethAnn asked for a motion to motion to officially appoint Lawrence and Lisa to Safety Committee as Classified Senate Representatives, joining Eloine Chapman. Motion to appoint Lawrence Punsalang and Lisa Avery as Classified Senate representatives to the Safety Committee. M/S: C. Wood/C. Reyes (16-0-0). Nadiya Korkuna has volunteered to be one of the CS representatives on EEO Committee (Abbey Duldulao is the second representative, and CS is looking for a third representative). BethAnn petitioned for a motion to officially appoint a Nadiya as one of our Classified Senate representatives to the EEO Committee. Motion to appoint Nadiya Korkuna as Classified Senate representative to replace Nicole Almassey on the Equal Employment Opportunity (EEO) Committee. M/S: S. Mills/C. Wood (16-0-0). BethAnn will notify the chairs of each of these committees of the new appointments and thanked each of the new representatives for their gracious volunteering and service. If you are interested in volunteering as a Classified Senate committee representative, please reach BethAnn.</p> <p>B. Fundraising Committee: BethAnn Stone shared that the CS Fundraising Committee met earlier in the day about planning and organizing the Winter Gala. Thanks to Grace Villegas, the band Project 4 has been secured. We are very excited to have them perform and they should attract a lot of people to the gala. We are considering a winter wonderland/snowy theme, with snowmen, snow, and white lights. The ticket price will be fifty dollars, which would include dinner, music, and dancing, and there will be opportunity drawing and possibly a silent auction. BethAnn is working with the LMC Foundation on the alcohol license and will be connecting with Cesar Reyes and the design intern, Emily, who designed our JobLinks agenda, brochure, and flyers, for design of the gala's tickets and flyer. We will be working with the Foundation to sell tickets online as well as in-person. BethAnn hopes that the flyer and tickets will be designed and printed in time for the 10/24/22 CS meeting and for them to be ready for sale by the last week of October.</p>
8.	Adjourn Meeting	Adjourn at 4:32 pm Action: M/S: C. Reyes/S. Mills (14-0-0)