

CLASSIFIED SENATE MINUTES
Monday, October 16, 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*, Catt Wood – *Council Member*

Attendees: Cynthia Geddes, Irma Gregory, Connie Konsavage, Melina Rodriguez, Grace Villegas

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm.</p> <p>Announcements: BethAnn Stone announced that Interim Chancellor Mojdeh Mehdizadeh released a follow-up email to her Town Hall meeting, which took place at LMC on 10/11/23. Whether or not you attended the Town Hall, your feedback is requested regarding the Town Hall process. The survey remains open through 10/20/23, and please refer to Chancellor Mehdizadeh’s 10/12/23 “Town Hall Follow Up and Survey” email for more information.</p> <p>BethAnn Stone shared that the California Community Colleges Classified Senate (4CS) is holding their Fall Gathering of the Senates on 11/9/23. It is at Las Positas College in Livermore, CA, in-person only, and the theme is “Connecting the Dots of Leadership”. There is a \$35.00 fee to attend which includes lunch, and the last day to register is 11/1/23. BethAnn encouraged all Classified Professionals to attend and explained that the Gathering of the Senates events are a great way to connect and network with colleagues from across the state and talk about what's happening with Classified at the state level. If you are interested, please reach BethAnn and she will work with the Office of Equity & Inclusion on identifying funding for a team from LMC to attend.</p> <p>BethAnn Stone invited all Classified Professionals to complete the 4CS Classified Professional Development Survey, which is linked here. This survey aims to better understand the professional development needs, preferences, and experiences of Classified Professionals across the California Community Colleges. This survey will remain open until end of day on Wednesday, 10/25/23.</p> <p>BethAnn announced that today, 10/16/23, is the kick-off of Undocumented Student Action Week (USAW). USAW is a statewide campaign to advocate and provide support resources for our undocumented students with activities and events throughout the week. Free legal consultations from the Immigration Institute of the Bay Area (IIBA) are available in-person in the Outside Quad from 11:00-1:00 pm today. Then, on Tuesday 10/17/23, IIBA will present “Know Your Rights!”, which is offered both as a remote session and in-person in SU-231. On Thursday, 10/19/23, the CA Dream Act Application Workshop takes place in-person in SU-231. Finally, on Wednesday 10/25/23, an Equity Speaker Series event featuring Yosimar Reyes will be held in the Student Union Conference Center. Yosimar is a nationally-acclaimed poet and public speaker. Please also save Thursday, 3/7/24 for the Spring Dreamers Conference at CCC. For more information, please refer to Robert Delgado’s “Undoc Action Week 2023” event announcement email.</p> <p>Public Comment: Catt Wood shared words of encouragement to the Classified Professionals in attendance.</p> <p>Caring Campus Spotlight: Catt Wood spotlighted Myles Crain, who has been so busy and devoted to helping tutor students in the Math Lab that he had to retire from the Pedagogy Innovation Project (PIP). Lawrence Punsalang added that Myles has been working to convert an older assessment center area into a lounge space which will have a TV and bean bags for students. BethAnn commended Myles for his commitment to supporting students.</p>
5.	<p>Approval:</p> <p>A. Agenda of 10/16/23</p> <p>B. Minutes of 10/02/23</p> <p>C. Teleconference Waiver Form</p>	<p>A. Agenda Action: Motion to approve the 10/16/23 CS meeting agenda. M/S: S. Mills/L. Punsalang (10-0-1; C. Reyes abstained).</p> <p>B. Minutes Action: Motion to approve the 10/02/2023 Classified Senate Meeting Minutes. M/S: C. Wood/S. Mills (9-0-2; C. Reyes and S. Woltz abstained).</p>

		<p>C. Teleconference Waiver Form: Due to an illness in his family, Cesar Reyes requested a teleconference waiver for today's CS meeting. Motion to approve the Teleconference Waiver request for Cesar Reyes due to Just Cause. M/S: S. Mills/L. Punsalang (11-0-0).</p>
6.	<p>Presentation: Stress & Burnout Questionnaire Results</p> <p>Events, Activities, and Updates</p>	<p>A. <u>Stress & Burnout Questionnaire Results:</u> BethAnn Stone explained that the Stress & Burnout Questionnaire was sent to all LMC Classified Professionals. Of the approximately 120 Classified Professionals, about 30% responded, which is a good response rate. The questions focused on the psychological and physical effects of stress and burnout, whether they are caused by issues at work or at home. BethAnn provided the group with highlights of the results:</p> <ul style="list-style-type: none"> • 32% of those who responded feel increasingly bored with work, home life, or life in general on a weekly basis. • 43% feel constantly tired, exhausted, or fatigued on a weekly basis. • 40.5% indicated they feel increasingly irritable with a shortening fuse on a weekly basis. • 60% experience chronic backaches on a daily or weekly basis. • 48% of respondents said they experience frequent headaches or migraines on a daily or weekly basis. <p>These results will help inform the Equity in Action Series, which are presented by the Office of Equity & Inclusion, Caring Campus, and the Classified Senate. Self-Care and Restorative Practices is the first workshop and it takes place on 10/20/23. BethAnn asked if there was any input or feedback the group would like to give about the results. Irma Gregory advocated for professional development or other types of support that can help improve the work environment for Classified Professionals, instead of treating the symptoms of stress and the other consequences of our work environment. BethAnn thanked Irma for her comment and will share it with the workshop series team. Catt Wood was unsurprised by the results but nonetheless found them discouraging, and suggested that they be shared with President's Cabinet. BethAnn responded that these results were first shared with the Office of Equity & Inclusion before being brought to Classified Senate, and she is seeking feedback on where else it may be shared. Sandra Mills asked what the catalyst was for the survey, and BethAnn replied that it came from the 4CS Classified Leadership Institute that she attended in June. BethAnn brought the survey to our Classified Professionals to evaluate our levels of stress and burnout and the effects it is causing. BethAnn will share a summary of the results with College President Pamela Ralston and seek her guidance as to whether it should be shared with Cabinet. Cesar Reyes thought that sharing the results with Academic Senate would be a good idea and volunteered to present them at a future Academic Senate meeting, tentatively on 11/16/23. Irene Sukhu also suggested that it could be shared with the President's Council, at Dr. Ralston's discretion. Sandra and Cynthia Geddes stressed how important it is for management to encourage and support their Classified Professionals in attending events such as the Equity in Action Workshops and the recent Town Halls with Dr. Ralston and Interim Chancellor Mojdeh Mehdizadeh. If you have any strategies or ideas related to these results regarding their implementation or incorporation into professional development or other initiatives, projects, and activities for Classified Professionals, please contact BethAnn. Please refer to BethAnn's 10/12/23 Classified Senate meeting announcement email to view the Stress & Burnout Questionnaire Results in their entirety, which are included as an attachment.</p> <p>B. <u>Events, Activities, and Updates:</u> BethAnn presented the upcoming Classified Senate Events, Activities, and Updates. In collaboration with the Office of Equity & Inclusion and Caring Campus, the first of three Equity in Action Workshops, titled Self-Care and Restorative Practices, takes place on Friday, 10/20/23. It is in-person in room L-109, with lunch from 12:30 – 1:00 pm and the session from 1:30 – 3:30 pm. Invitations will be hand-delivered by our Classified Senate Council Members and Hourly Classified Professionals are also invited to attend. There will be a number of activities and strategies related to managing stress; for example, Sandra Parsons will be leading a meditation exercise as our featured guest. BethAnn will share the strategies and information that she has learned through webinars and professional development to practice self-care and approach challenges in a more positive way. Justin Nogarr, Dean Rosa Armendariz, Irene Sukhu, and Lawrence Punsalang will also present. The next workshop, Introduction to Equity & Inclusion and Inclusive Language & Communication, will be held on Friday, 11/3/23, and will explore Diversity, Equity, and Inclusion practices and cultural conversations. The third workshop, Cultivating Cultural Competence, is on Friday, 12/1/23. The team continues to identify Classified Professionals within the District who are experts in these topics. Please refer to BethAnn's 10/19/23 "ACTION</p>

		<p>REQUIRED: Equity in Action Workshop...” event announcement email to view the workshops’ flyer, which includes the registration link as a QR code. BethAnn shared flyers and information for Classified Senate’s Fall 2023 fundraising activities, all of which will fund our Classified Senate student scholarships. We are hosting a Spooky & Spirited Fun Run from 10/1/23 to 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. Two packages are available: the medal, shirt, and bib for \$35.00 or the medal and bib for \$25.00. Participants are also invited to meet in Parking Lot 2A at 4:00 pm on Halloween in a fun costume to celebrate their 5K completion. Lawrence Punsalang passed along a suggestion from Nicole Almassey that we include a photo of the medal, bib, and shirt in our event announcements so participants from the last Fun Run will understand they are the same prizes. Please register and pay for your package by 10/20/23 using this link. 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, which is \$15.00 for employees and \$10.00 for students, by 5:00 pm on 10/29/23 through this link. The Trick-Your-Ride Contest also meets on Halloween in Parking Lot 2A, 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 other delicious treats, and attendees can vote on their favorite car costume. For more information and to view all the event flyers, please refer to BethAnn’s 10/19/23 “LMC Classified Senate & Student Life...” fundraising activities announcement email.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that CSCC met and they reviewed the DGC agenda and discussed recent events at each senate’s campus. CCC is rebuilding their senate and DVC is experiencing issues related to attendance and participation. CSCC also talked about Job Links 2024, which will be held at CCC, and matters pertaining to the approximately \$10,000 budget which CSCC uses to fund the event. BethAnn and DVC Classified Senate President Jeniffer Monroy will be meeting with Interim Chancellor Mojdeh Mehdizadeh to help develop a written policy for how Job Links is paid for. Due to a scheduling conflict, BethAnn could not attend the latest DGC meeting, but she expects to receive a meeting summary which she can share at the next Classified Senate Meeting.</p> <p>B. Shared Governance Council: Cesar Reyes reported that the SGC meeting was primarily focused on the RAP proposals. SGC expects more requests than there is funding for this RAP cycle. The next steps are for the RAP proposal subcommittee to review all the requests and then recommend which proposals to fund. BethAnn Stone shared that Grace Villegas has volunteered to serve on the SGC CS Member representative seat vacated by Nadiya Korkuna. Motion to approve the appointment of Grace Villegas as Classified Representative on SGC. M/S: C. Reyes/S. Mills (12-0-0).</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting. BethAnn Stone shared that Irene Sukhu has volunteered to serve as Classified Senate Member representative to SEM. Motion to approve the appointment of Irene Sukhu as Classified Representative on SEM. M/S: C. Reyes/G. Villegas (12-0-0).</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting</p> <p>E. Planning Committee: BethAnn Stone reported that Planning Committee met last week and the majority of the meeting was focused on project team updates. Planning Committee has three project teams, one around the Use of Survey Data, one on Program Review, and a third on Institutional Effectiveness and Goal Setting. There are three committee members on each team, except for the Program Review team, which has two. Each team provided an update in narrowing the focus of the first project to advance their work. Institutional Effectiveness and Goal Setting primarily works on the process by which we determine our institution-set standards and our institutional metrics for Vision for Success, and how these align with the different goals we have in SEP and our Educational Master Plan. The Use of Survey Data project team is working on how surveys and the results of these surveys are used to make decisions or inform plans and assessments of plans, and how some surveys could be used as a metric by which we measure the achievement of goals. The Program Review team is working on the process of Program Review, its schedule and frequency, and shortening its template links. The team is also looking at further aligning Program Review with institution-set standards and our metrics. The new standards are more outcome driven and less process focused, and ask how we use these outcomes to make improvements or assess the achievement of college-wide goals.</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.</p>

		<p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting.</p> <p>I. Professional Development Advisory Committee: No PDAC report-out was available at today's Classified Senate meeting.</p> <p>J. EEO Committee: Connie Konsavage reported that at the EEO meeting, Emma Blackthorne provided a presentation on the lack of options for multi-identity responses. Janith Norman and VPB&AS Carlos Montoya updated the group on DEEOAC activities, including funding and their retreat. Irma Gregory reported that DEEOAC's meeting was closed due to low attendance and is in the process of rescheduling. Irma remarked that she did not receive much feedback pertaining to her EEO Retreat Outcomes & Proposals presentation at the last Classified Senate Meeting, and is unsure what to communicate regarding the funding decisions that are being made at DEEOAC. You may refer to Item 6.B. of the 10/2/23 Classified Senate Meeting minutes for the capture of this presentation and discussion.</p>
8.	Council Business	<p>A. Crab Feed Committee Update: BethAnn Stone shared that the Crab Feed Committee held their first meeting, and based on the crab season and crab prices, the group selected Saturday, 3/9/24 as the Crab Feed fundraiser date. Information was received from our crab connection, who informed us of the prices. Additional food options were discussed for people who don't eat crab but still want to contribute to and attend the fundraiser. Last time, tri-tip, chicken, and pasta were the options, with salad and bread. Use of the Student Union Conference space continues to be discussed. Thanks to Grace Villlegas and Irene Sukhu we have received our first donation, which is a pledge from Coca-Cola to provide us with 12 or 13 cases of soda. The Crab Feed Committee's next meeting is on Wednesday, 11/1/23 at 11:00 am. It will be held virtually, and if you are interested in joining this subcommittee, please contact BethAnn. Lawrence Punsalang will be working on developing communication for volunteers who are not available to help with the planning but would like to volunteer to set up, staff, and/or take down the event.</p>
9.	Adjourn Meeting	<p>Adjourn at 4:30 pm Action: M/S: S. Mills/I. Sukhu (12-0-0)</p>