

**CLASSIFIED SENATE MINUTES**  
**Monday, October 24, 2022 3:00 – 4:30 pm**  
[ZOOM](#)


**Members Present:**

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

**Attendees:** Lisa Avery, Robert Delgado, Lucia Garces, Irma Gregory, Linda Jackson, Nadiya Korkuna, Annica Soto, Mika Sugahara

Item	Agenda	Outcomes
1. 2. 3. 4.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b> <b>Classified Professional Spotlight</b>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:05 pm.</p> <p><b>Announcements:</b> BethAnn Stone announced that the Classified Senate Winter Gala will be held on Saturday, December 3rd, 2022. Tickets are \$50.00 and are now on sale. They must be purchased ahead of time at the LMC Cashier window or online <a href="#">at this link</a>, and proceeds will go towards the Classified Senate Student Scholarship Fund. When purchasing tickets online enter “Other” for donation designation, and indicate in the textbox: “Classified Winter Gala Tickets”. Tickets will be available for pick-up before and at the event with a valid form of identification. The event includes the musical stylings of Project 4, dinner, dancing, and an opportunity drawing. For more information, please refer to BethAnn’s 10/31/22 Winter Gala announcement email.</p> <p>BethAnn Stone explained that the LMCAS Senators recently met and discussed feedback they received at a tabling event. Students in attendance were provided an opportunity to voice any input and concerns they had about the college and bring them to the attention of LMCAS. LMCAS Vice President Antonio Moore shared this feedback with BethAnn, which included the following: Counseling’s appointment system looks and feels outdated and is complicated to use, and there are never enough appointments for students. They also commented that the campus water fountains are not in operation and some of them show the red light on the filtration system. Maps need to be updated to reflect the campus more accurately and there were suggestions to have a map index and area maps displayed at each building. Many vending machines on campus don’t work and the proper people need to be notified of this. Student Life clubs should have flyers that explain what they do and when they meet, and this information should be posted to the campus bulletin boards. Students expressed a desire for events that centered around their major or Guided Pathway; for example, a “Paint Night” hosted by the Art Department. Students could feel more heard if after each course ends they received a survey that asked their opinions on the course and Professor. Work orders need to be placed throughout campus for the automatic doors, elevators, and adding yellow lines to the stairs. Safety Committee should perform a campus walkthrough at least once a month. DSPS should have their own Canvas shell where DSPS students can quickly talk to a representative through a Canvas discussion box. Students would like to see the water features back in use and the lake should have an updated water pump to keep the algae and insects cleared. Students advocated for Guided Pathways to have designated areas around campus for people in the same pathway or major to build their communities. Outreach should also offer campus tours from the quad each hour, on the hour, to help students not only find their classrooms, but to find the spaces and resources available to them. BethAnn thanked Antonio for providing her with this student input and she will share it with SGC at their 10/26/22 meeting, and email it to managers and/or department leads for the areas identified.</p> <p>BethAnn Stone opened the floor to any comments or input pertaining to President Bob Kratochvil’s 10/23/22 email addressing “recent social media posts that contain disturbing information and reference Los Medanos College”, and the topic of racism at LMC. If you have feedback that you would like heard, please email it to BethAnn and it can be shared at SGC and to Classified Senate. Catt Wood shared concerns about misinformation in the social media post surrounding the identities of some of the people involved, and Catt was dismayed to see employees from marginalized identities pitted against one another. Catt encouraged the college to remember our resolutions in 2020 about unity and supporting each other. They also described that the National Assessment of Collegiate Campus Climates (NACCC) student survey</p>

		<p>results contained some shocking answers, and President's Cabinet has asked a subcommittee of IDEA to evaluate them and prioritize which recommendations the college may to begin with. There were over fifty recommendations for steps we can take to create a more inclusive and welcoming community for students of all identities and to address some of the problems that were brought up in the answers. One of the recommendations was to have a racial incident response group which could have acted in this case. Catt clarified that the data would likely be shared once IDEA presents their suggested priorities to Cabinet. BethAnn remarked that it is encouraging to hear that IDEA is being proactive looking at students' input and making recommendations for change.</p> <p><b>Public Comment:</b> Lawrence Punsalang commented that he attended the Igniting the Dream Conference on Saturday, 10/22/22, and he praised Dean Sabrina Kwist, Robert Delgado, and their team for their excellent job organizing the event. The event had food, workshops, dancers, and a lot of volunteers helping, and Lawrence had an amazing experience.</p> <p><b>Classified Professional Spotlight:</b> Nadiya Korkuna volunteered to introduce and share about herself and her background to the group for this meeting's Classified Professional Spotlight activity. Nadiya was born in Ukraine and moved to the United States when she was 15 years old, and has lived in the Bay Area ever since. Nadiya is Admissions &amp; Records Administrative Assistant I at the Brentwood Center, starting that position in 2022. Before that, Nadiya was a DVC student and held several different part-time positions such as Student Ambassador, Student Tutor, and Instructional Aid Assistant. Nadiya transferred to Berkeley from DVC, and after graduating in 2020, worked for Admissions &amp; Records at the DVC San Ramon Campus. Nadiya has a cat and a dog and besides her work at LMC, she volunteers on weekends as a math teacher at an after-school program in San Ramon. 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>
5.	<p><b>Approval:</b></p> <p><b>A. Agenda of 10/24/22</b></p> <p><b>B. Minutes of 10/10/22</b></p>	<p><b>A. Agenda Action:</b> Motion to approve the 10/24/2022 Classified Senate meeting agenda. <b>M/S:</b> S. Mills/C. Wood (13-0-0)</p> <p><b>B. Minutes Action:</b> Motion to approve the 10/10/2022 Classified Senate Meeting Minutes, with one correction to revise the numbering on the agenda items. <b>M/S:</b> C. Reyes/L. Punsalang (13-0-0)</p>
6.	<p><b>Presentation:</b></p> <p>Bylaws Review &amp; Revision</p> <p>Student Equity Plan 2022-25</p> <p>Open Enrollment</p>	<p><b>A. Bylaws Review &amp; Revision:</b> BethAnn Stone summarized that at our last meeting we reviewed our bylaws and discussed feedback that had been given about possible revisions to it. The Elections section of the bylaws is still in draft, so everything but the Elections section is up for approval. The Elections Committee will start meeting in November to prepare for spring elections and we have a few positions coming up for election, including Classified Senate President. As we go through the elections process, the Elections Committee can document their process, which would be reflected in the bylaws. BethAnn asked the group if they felt comfortable approving the bylaws today, depending on the changes, or if anyone was still hesitant to do so and needed more time to review them. Cesar Reyes recommended that CS be given an additional week for review and BethAnn offered that a benefit to this change would be that more time on the agenda could be allocated for the item at the next meeting. <b>Motion</b> to table the second read and possible approval of CS Bylaws to the next CS meeting on 11/7/22. <b>M/S:</b> C. Reyes/I. Sukhu (13-0-0). The feedback to consider incorporating at our next meeting is:</p> <ol style="list-style-type: none"> <li>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?</li> <li>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?</li> </ol> <p>The updated version of the bylaws has been attached to BethAnn's 10/27/22 Classified Senate meeting summary email for your review and feedback. Please review the Classified Senate Bylaws and provide any feedback via e-mail to BethAnn.</p> <p><b>Student Equity Plan 2022-25:</b> BethAnn Stone presented the most recent Student Equity Plan (SEP) Draft. Robert</p>

		<p>Delgado and Dean Sabrina Kwist each had mentioned that the SEP can be updated on an annual basis as the college moves forward with its strategies and efforts. We are limited to 2500 characters in our responses for each of the five metrics and Sabrina and her team have done an excellent job condensing the plan to fit this limitation. Although Classified Senate is not a signatory for the SEP, BethAnn thought we should show our interest in the document and further demonstrate our commitment to equity by having an official vote of approval of the final draft. BethAnn summarized the five SEP Metrics and their Disproportionately Impacted (DI) populations:</p> <ol style="list-style-type: none"> <li>1. Successful Enrollment: African American/Black identified students, Female Students</li> <li>2. Completed Both Transfer-level Math and English within the District in the First Year: Black/African American, Male Students</li> <li>3. Persisted First Primary Term to Subsequent Primary Term: Black/African American, Male Students</li> <li>4. Attained the Vision for Success Definition of Completion within Three Years: Black/African American, Male Students</li> <li>5. Transferred to a Four-Year Institution within Three Years: Hispanic/ Latinx, First-Generation, Male Students</li> </ol> <p>The data was collected and then analyzed by our former Dean of Planning, Chialin Hsieh, and it is accessible through <a href="#">this SharePoint link</a> under “Data - Student Equity Plan”. The draft for review is also located here, under “NOVA SEP for Review”. The SEP draft was completed through collaborative efforts between the District Research Office and SEM, work from the SEP writing team, and work over the summer and early fall from focus groups and metric writing teams. BethAnn opened the floor for any feedback related to the SEP Draft and requested a motion for its approval. <b>Motion</b> to approve the final draft of the Student Equity Plan 2022-25. <b>M/S:</b> C. Wood/L. Punsalang (13-0-0). BethAnn acknowledged Robert and Sabrina and the SEP writing team for their amazing collaborative work gathering the feedback and input from a number of internal and external LMC community members for the document’s drafting. If you 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 <a href="#">SharePoint folder</a> or refer to BethAnn’s 10/13/22 Classified Senate meeting summary email.</p> <p><b>B. Open Enrollment:</b> BethAnn gave a presentation on Open Enrollment, understanding that there are new employees at the college who may not understand completely what it is and how to enroll in it. Open Enrollment began 10/15/22 and closes 11/15/22. This is the time of the year when employees can change their benefit elections: change plan choices, add/drop coverage, and/or sign up for 2023 Flexible Spending Account (FSA). If you do not want to make any changes, you do not need to take any action. A Virtual Benefits Fair where our plan providers will be available to answer benefit-related questions will be hosted for LMC employees on 11/1/22. Eligibility to for Open Enrollment is Full-time Faculty, permanent Monthly Classified, Management, Supervisor, and Confidential employees. Retirees that are eligible for District retirement health benefits and COBRA enrollees are also eligible for Open Enrollment. Part-time Faculty use a different schedule for Open Enrollment. BethAnn continued to share the Open Enrollment document and its description of health coverage plans and their premiums. If you need to make changes to your Medical, Dental, and/or Vision plans, the Universal Enrollment Form must be submitted to DO Human Resources no later than 4:30 pm on 11/15/22. There is also a Beneficiary Designation Form link available through the document. Changes to Open Enrollment will be effective 12/1/22. The FSA Enrollment form is also available, and changes to this enrollment will be effective 1/1/23. To view the recent emails and documents from Renita Mack on open enrollment and Flexible Spending Accounts, please refer to BethAnn’s 10/27/22 Classified Senate meeting summary email. If you have any questions pertaining Open Enrollment, please contact either Renita or BethAnn.</p>
7.	<b>Committee Input and Report Outs</b>	<p><b>A. District Reports:</b> There are no District reports since the last Classified Senate meeting.</p> <p><b>B. Shared Governance Council:</b> BethAnn Stone reported that SGC met and discussed updates to the Teaching and Learning Committee’s (TLC) 2022-2024 charges. As part of their goals, TLC is working to create more professional development around assessment. TLC has previously undertaken activities and projects such as the Pedagogy and Innovation Project (PIP) and PSLO Lite. They removed their third charge regarding Universal Core SLO’s, since we no longer have them. SGC is also working on their position paper, which they hope to have finalized by the end of Fall 2022. SGC also discussed RAP and there were recommendations from Academic Senate, which we’ve concurred with in Classified Senate, about being more transparent and communicative about the Resource Allocation Process, particularly for the reason why requests are not funded and how the requests are scored.</p>

		<p>Considering these recommendations, the Business Office has updated the <a href="#">RAP webpage</a>, which BethAnn shared. Updates include a link to the Budget Request Database, an overview of how RAP works and its key elements, the RAP timeline, steps for submitting a request, and a link to the Business Services SharePoint, where additional RAP resources, such as previous SGC rating rubrics, can be found. SGC agreed that the website updates were making great progress addressing the issues of RAP transparency and communication. At the next SGC meeting the draft rating rubric for the next RAP cycle will be reviewed and RAP requests will be evaluated to see if they qualify for a third round of HEERF funding. Irene Sukhu asked for confirmation that anyone could attend SGC and BethAnn confirmed that SGC meetings are open to the college community. Irene proposed that the information be disseminated, so people interested in the RAP process could attend. BethAnn offered that there is a Public Comment section at SGC meetings for attendees to ask specific questions. For more information on SGC's upcoming meetings, please refer to Jennifer Adams's SGC meeting announcement emails. BethAnn will have another RAP update at the next Classified Senate meeting.</p> <p><b>C. Strategic Enrollment Management:</b> Lawrence Punsalang reported that he spent his time at the SEM meeting with the Integrated Student Support Retention (ISSR) subcommittee, where they discussed the challenge of needing additional faculty membership. Nicole Trager had announced to Academic Senate the search for another member. They also talked about the Success Coach position, its job description, and minimum qualifications. There will be five new Success Coaches (or five new Program Coordinators), one Success Coach for each Pathway. SEM is still discussing if the position will be a brand-new position for hiring or if it will involve a realignment of duties for existing Program Coordinators. Irene Sukhu added that the next SEM meeting on 11/1/22 will combine with the Department Chairs meeting as a workshop with breakout rooms. SEM 2.0 and ISSR are working on Guided Pathways implementation, and there is also the Strategic Scheduling Group, Curriculum Analysis Group, and Marketing Group. Our new Marketing Director, Juliet Casey Geary, introduced herself to the team and is excited to work with them. The Strategic Scheduling Group reviewed job descriptions and minimum requirements for their reassigned time, such as OAS, and talked about FTES/FTEF productivity. The Curriculum Analysis Group reported that they looked at the GE patterns and talked about the new CalGETC requirements which combine the UC IGETC and CSU IGETC.</p> <p><b>D. Safety Committee:</b> Sandra Mills reported that Safety Committee met and they updated the safety monitors for each area and discussed the need to reach out to monitors to review their responsibilities. They also discussed the CampusShield safety application and its features.</p> <p><b>E. Planning Committee &amp; ISLO Core Group:</b> Planning Committee has not met since the last Classified Senate meeting.</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 IDEA met and they approved a few mini-grants, one for the Library to purchase more ethnic studies books in specific disciplines, and another for an honors history class to visit the Oakland History Museum for the Angela Davis exhibition. IDEA talked about the state of on-campus food services and the recent contract with a network of food truck vendors. Once the contract is finalized, the trucks will rotate depending on availability, visiting potentially for the 11:00 – 2:00 pm window, for at least two days a week at the Pittsburg campus and one day at the Brentwood Center. The public is also invited to campus to use the food trucks, and the vendors will not be offering any special menu or prices. In the third announcement of Item 2. Announcements of this meeting, Catt describes a student survey which was taken last year, and this year there will be a survey for Classified Staff centered around LMC's racial climate. IDEA submitted their proposal for Focused Flex to hold a culturally relevant pedagogy flex with local experts. They hope to have student volunteers from LMCAS and the Office of Retention participate and provide feedback.</p> <p><b>H. Sustainability:</b> Sustainability has not met since the last Classified Senate meeting, but the next meeting has been scheduled for 11/16/22.</p> <p><b>I. Professional Development Advisory Committee:</b> PDAC has not met since the last Classified Senate meeting. Classified Senate needs at least one new representative on PDAC, so please reach BethAnn Stone if you are interested in serving on this committee.</p> <p><b>J. EEO Committee:</b> BethAnn Stone announced that Raymond Tirado has volunteered to serve as third representative on the EEO Committee and she called for a motion to officially approve Raymond's appointment. <b>Motion</b> to appoint Raymond Tirado as Classified Senate representative on the Equal Employment Opportunity (EEO) Committee. <b>M/S:</b> C. Wood/I. Sukhu (13-0-0). Mika Sugahara reported that this was Dean Sabrina Kwist's last</p>
--	--	---

		meeting as co-chair and EEO appreciated the work she's done, and they discussed the SEP.
8.	<b>Council Business</b>	<p><b>A. Elections Committee:</b> BethAnn Stone described the membership of the Elections Committee, with Nadiya Korkuna and Lisa Avery volunteering to join and Sandra Mills potentially being able to continue. If any Classified Professionals are interested in serving on the committee, the more people we have the better. The Elections Committee runs the elections process, including nominations and ballots, for the election of the Classified Senate Council members. That committee would need to start meeting in November to review the open seats, develop the elections process, and report back to Classified Senate about the timeline regarding the call for nominations and when the vote will take place, etc. The President, Treasurer, and one Council Member positions are up for election in 2023. Irene Sukhu asked about the term lengths for Council Members, and BethAnn explained that there are two seats with two-year terms and two seats with three-year terms. These different term lengths were instituted to offset the years for Council Member elections. BethAnn encouraged all Classified Professionals to run for open positions and clarified that there is no stipulation to have completed your probationary term to do so, but Classified Senate Council members must be permanent employees. If you are interested in serving on the Classified Senate Elections Committee, please reach BethAnn.</p> <p><b>B. Fundraising Committee:</b> BethAnn Stone provided an update to the Classified Senate Winter Gala and extended her gratitude to Irma Gregory and Nadiya Korkuna for their great work designing decorations and creating the "Winter Wonderland" theme. BethAnn also thanked Grace Villegas for booking the band, Project 4, and working with community members to raise donations to support the opportunity drawing. BethAnn thanked Lawrence Punsalang as well, who has organized volunteers to support the event and came up with the idea for the photo backdrop, which will be a surprise for us all. If you would like to volunteer to help set up or take down at the Gala, please reach out to either BethAnn or Lawrence. If you have a potential donor from the community who has a business or a restaurant, we could also use more donations for opportunity drawings. It is an excellent way to advertise their business and they would be given a tax letter to write off any donations. The Classified Senate Winter Gala will be held on Saturday, December 3rd, 2022 from 5:30 to 10:00 pm. BethAnn is very excited about this event and inviting our community back to campus to raise money for LMC students.</p>
9.	<b>Adjourn Meeting</b>	<b>Adjourn at 4:31 pm Action: M/S: C. Reyes/C. Wood (11-0-0)</b>