

CLASSIFIED SENATE MINUTES

Monday October 26, 2020

3:00 p.m. – 4:30 p.m.

Via Zoom

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, Letta Greene – *Treasurer*, Sandra Mills – *Union Rep*, BethAnn Stone – *Secretary*, T'Sendenia Gage – *Council Member*, Catt Wood – *Council Member*, Justin Nogarr – *Council Member*, Ninnette Alfaro – *Council Member*, Paul West, Irene Sukhu, Courtney Diputado, Shondra West, Christopher Long, Marques McCoy, Annica Soto, Irma Gregory, Andrew Murphy, Michelle McQuaid, Diane Ahlborn, Sandhya Bhatnagar, Susie Hansen

Guests: Jessica Moniz (Counseling). Renee Hawley (Counseling)

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none">Nicole Almassey welcomed Classified Professionals to the meeting.The Umoja Learning Community was awarded a grant for 2020 to purchase Chromebooks to help meet the technology needs of students.There is an anonymous reporting system for the Governing Board on the 4CD website called <i>EthicsPoint</i>. Any employee, student or community member can anonymously submit a report or complaint against the Governing Board using this online system.The Classified Senate Scholarship fundraising event, Trick-Ur-Ride Car Costume Contest is Thursday October 29th at 2:00 p.m. The parking lot across the street from the LMC campus can be used by participants to set-up their car costume or finish any last-minute finishing touches.No public comment was given.
4.	A. Agenda of 10/26/2020 B. Minutes of 10/12/2020 C. Treasurer's Report	A. Agenda Action: M/S: T. Gage/N. Alfaro approved with one revision to add "Elections Committee" as item #7A and move the remaining items under "Council Business" done one for a total of five (5) items. (18-0-0) B. Minutes 10/12/2020 Action: M/S: C. Wood/P. West (18-0-0) C. Treasurer's Report: For Fund 11, we started the 2020-21 academic year at \$10,350 and the current balance is \$10,096.30. We are still anticipating approximately \$4,000 from the 2019-20 balance roll-over. The current balance of Fund 12 (Scholarships Fund) is \$3,552.19.
5.	Presentation: Consultation with a Counselor Classified Senate Resolution Calendar of Monday Meetings – Informational	<u>Consultation with a Counselor – Jessica Moniz and Renee Hawley:</u> Jessica and Renee are LMC Counselors and have been working on the Student Mental Health & Wellness Project (SMHW). The website is live now and can be located at www.losmedanos.edu/wellness . A Canvas shell will also be created to include a multitude of mental health and wellness materials and resources. Crisis trainings for employees (including Student Ambassadors) are underway, including on how best to help a student in crisis. Additional trainings on depression, anxiety and cultural issues are also in-progress. One-on-one consultations on self-care, wellness and mental health are available as a free service. One of the most important things to remember when thinking of mental health and wellness is to seek support. The following resources are helpful to remember when someone is seeking support: <ul style="list-style-type: none">Refer students of concern to the Counseling DepartmentWellness Program & Student Assistance Program

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		<ul style="list-style-type: none">• Employee Assistance Program (EAP)• Health Insurance – mental health counselors, therapy, psychologist, etc.• Psychologytoday.com – includes a therapist sliding scale on mental health and wellness• Web Applications – Headspace, CALM• YouTube – videos on fitness, recipes, food meditation, etc. <p>Wellness is like a wheel, each spoke needs to be the same size and strength in order for it work or move properly. The spokes of the “Wellness Wheel” are: spiritual, financial, emotional, intellectual physical, social, environmental. The Classified Senate is advised to review the Wellness Packet we were provided via e-mail (with the agenda on October 21st), assess our “wheel” and then develop a self-care routine. It is important to remember to provide self-care while supporting others. Before stressful encounters try to have more compassion, remove the “personal” part of the encounter. Speak calmly and as warmly as possible while being direct, firm and holding boundaries. “Burnout” is another issue that can lead to declining mental wellness. There are numerous articles on identifying burnout and a quiz you can take to check your “burnt-out” level. If your “burnt-out” score reaches the middle-high level, contact Jessica or Renee for a consultation with a Counselor.</p> <p><u>Classified Senate Resolution – Catt Wood:</u> At the last meeting, we voted to use “Black Lives Do Matter” in the last paragraph “Be It Finally Resolved...”.</p> <ul style="list-style-type: none">• A question was asked about the word “retaining” as it is unclear how recruitment and retaining correlates in this sentence.• Some noted struggling with the term “especially” used in the paragraph.• In the third from last sentence, it is unclear how we would support or handle this development or holding administration accountable (i.e. termination, suspension) <p>The Classified Senate approved the <i>Classified Senate Anti-Racism Resolution</i> Action: M/S: R. Delgado/J.Nogarr (14-0-4; A. Soto, P. West, B. Stone, J. Nogarr)</p> <p><u>Calendar of Monday Meetings – Nicole Almassey:</u> Nicole presented the draft Spring 2021 Monday Meetings Calendar for review and feedback. It is noted that February 1st may be a little too early in the spring semester for a meeting given it is only one week after the first day of instruction.</p>
6.	Committee Input and Report-Outs	<p>A. DGC: The ACCJC Visiting Team was present at the last meeting and asked questions pertaining to employee evaluations, the reporting structure between the Governing Board and District Office, and the reporting structure between the Governing Board, District Office and the different campus locations. The only item voted on was the geographic location of the student trustee. Previously it had been written that the trustee had to live in one of the service areas of one of the Colleges. Legislation was recently updated to state that we can no longer require that consequently, the policy was revised to reflect this update and voted on.</p> <p>B. Shared Governance Council: The ACCJC Visiting Team was there for the last meeting and asked questions primarily pertaining to our resource allocation process (RAP).</p> <p>C. Strategic Enrollment Management: Meets October 20th.</p>

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7.	Council Business	<p>A. Elections Committee: Paul West gave a brief Powerpoint presentation on the terms of the Classified Senate Council Members. Due to COVID-19 and the remote-work experience, there was a deferment of elections last year for some executive positions. Consequently, on June 30, 2021 all of the Executive Classified Senate Council will term out. The Elections Committee is requesting the Classified Senate consider one of the following actions:</p> <table><tr><td><ul style="list-style-type: none">Do nothing, all Council Members will change over on a two-year cycle.Increase the terms of the positions to three (3) years for one (1) election cycle to realign: <u>3 year term</u> Vice President Treasurer 2 Council seatsIncrease the terms of the positions to two and a-half (2 ½) years for two (2) election cycles to realign: <u>2 year term</u> Vice President Treasurer 2 Council seats</td><td><ul style="list-style-type: none"><u>2 year term</u> President Secretary 2 Council seats<u>2.5 year term (2 cycles)</u> President Secretary 2 Council seats</td></tr></table> <p>2.5 year term would start Jan 1</p> <p>It is noted that we may want to consider a “Past President” position to help support the transition and the incumbent. This discussion will be referred to the Bylaws Committee. If we are going to change the bylaws, we should complete this soon and keep the Elections Committee updated. If someone is in the role or planning on running for an elected position, they should be aware and know before running how long the term is as they may decide not to run for election.</p> <p>B. Fundraisers: See earlier announcement on Trick-Ur-Ride Car Costume Contest on Thursday October 30th.</p> <p>C. Classified Senate Communication Platform: Robert Delgado is seeking Classified Senate approval to implement a Canvas shell for the Classified Senate Communication Platform. The Classified Senate approved the use of Canvas as the Classified Senate Communication Platform. Action: M/S: S. Mills/N. Alfaro (17-1-0)</p>	<ul style="list-style-type: none">Do nothing, all Council Members will change over on a two-year cycle.Increase the terms of the positions to three (3) years for one (1) election cycle to realign: <u>3 year term</u> Vice President Treasurer 2 Council seatsIncrease the terms of the positions to two and a-half (2 ½) years for two (2) election cycles to realign: <u>2 year term</u> Vice President Treasurer 2 Council seats	<ul style="list-style-type: none"><u>2 year term</u> President Secretary 2 Council seats<u>2.5 year term (2 cycles)</u> President Secretary 2 Council seats
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		<p>D. Zoom – Best Practices: This agenda item will include reminders, resources, tips and tricks on the best practices when using Zoom.</p> <p>E. EMP: The P&IE Office is working with eLumen so that not just during program review but all year-long, committees and groups across campus can enter their work and goal alignment with that of the EMP. More information and communication will be coming soon.</p>
8.	Adjourn Meeting	Adjourn at 4:32 pm Action: M/S: S. Mills/S. West <i>(17-0-0)</i>

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