

CLASSIFIED SENATE MINUTES
Monday, October 16nd, 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*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

Attendees: Irma Gregory, Julie Hubbard, Justin Nogarr, Grace Villegas

Guest: Ryan Pedersen

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:04 pm.</p> <p>Announcements: BethAnn Stone announced that the LMC Puente Program is in the process of recruiting mentors for the 2023-2024 academic year. The Puente Program is dedicated to offering academic, counseling, and mentoring support to first-generation college students. This year, the mentoring approach will focus on reintroducing this vital component of the program. For the fall, the mentor commitment will involve participating in a mentor training and attending at least one student activity. They are looking for at least four mentors to join and both in-person and virtual mentor trainings are offered. An in-person mentor orientation and training session is scheduled for 11/7/23 from 1:00-2:00 p.m., and lunch will be provided. Virtual mentor training is on 11/1/23 or 11/9/23. Finally, the Mentorship Student Panel takes place in-person on 11/14/23 from 10:00-11:00 a.m. For more information, and to view the program flyer, please refer to BethAnn’s 11/1/23 Classified Senate Meeting summary email.</p> <p>BethAnn Stone reminded the group to provide input on the LMC Facilities Master Plan (FMP). Here is the link to complete the LMC Employee Campus Experience Survey, which will remain open until 10/31/23. Please refer to President Ralston’s 10/19/23 “Please give your input...” email for additional context.</p> <p>BethAnn Stone announced that the 4CD Chancellor forums are occurring on Monday, 11/6/23, via Zoom. Questions will be accepted for submission at this link until 5:00 p.m. on 11/2/23. For the complete forums schedule, please refer to Marisa Greenberg’s 11/6/23 “REMINDER: Chancellor Forums Today” email. Please refer to Marisa’s 10/19/23 “Press Release: 4CD Announces Finalists...” email for additional information about the finalists.</p> <p>BethAnn Stone announced a few updates regarding Classified Senate fundraising. Student Life’s Trunk or Treat event was cancelled due to it not having enough participants, and instead they are hosting a costume party in the Student Union Center. Catt Wood wondered if kids might still show up for the event, and BethAnn added that Lindsay Litowitz put out an event cancellation email and posted a cancellation update to the Student Life webpage. Classified Senate is still hosting the Trick Your Ride car costume contest, and five people have registered so far. Participants may register up until the morning of 10/31/23. Police Services will block off Parking Lot 2A between 4:00 and 5:30 p.m. for the contest, and the winner will receive an Amazon gift card.</p> <p>Public Comment: No public comments were made.</p> <p>Caring Campus Spotlight: Irene Sukhu highlighted Cynthia Geddes from Outreach and Welcome Services who was helping a student after Student Services had closed for the day. Although the Student Services building closes at 1:00 p.m. on Fridays, Irene noticed that Cynthia continued to assist a student on a computer. BethAnn and the group applauded Cynthia for caring for our students and providing them support and services above and beyond. Catt Wood recognized the District Safe Space Zoom event which took place on 10/27/23. Students were very grateful for the event and Catt appreciated the faculty and staff who were involved in its planning.</p>
5.	<p>Approval:</p> <p>A. Agenda of 10/30/23</p> <p>B. Minutes of 10/16/23</p>	<p>A. Agenda Action: Motion to approve the 10/30/23 CS meeting agenda with the following revisions:</p> <ol style="list-style-type: none"> Move up Committee Input & Report-outs to after Presentation A: Equity in Action Workshop Update as the presenter for Presentation B: Accreditation Midterm Report will not arrive until 4:00 p.m. Crab Feed Committee Update can be tabled as there are currently no updates to provide, and the committee does not meet again until Thursday.

	<p>C. Teleconference Waiver Form</p>	<p>c. In Committee Input and Report-outs replace “Vacant” for Item B. Shared Governance Council with G. Villegas.</p> <p>d. In Committee Input and Report-outs replace “G. Villegas” for Item C. Strategic Enrollment Management with I. Sukhu.</p> <p>e. Under “Future Agenda Items” correct the date in parenthesis to read (11/13) not (11/16).</p> <p>M/S: S. Mills/C. Reyes (10-0-0).</p> <p>B. Minutes Action: Motion to approve the 10/16/2023 Classified Senate Meeting Minutes. M/S: I. Sukhu/S. Mills (10-0-0).</p> <p>C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.</p>
6.	<p>Presentation: Equity in Action Workshop Update</p> <p>Accreditation Midterm Report</p>	<p>a) <u>Equity in Action Workshop Update:</u> BethAnn Stone presented the Equity in Action Workshop Updates. The first of these three workshops occurred on Friday, 10/20/23, and was titled Self-Care and Restorative Practices. The second in the series of workshops is focused on Introduction to Equity & Inclusion and Inclusive Language & Communication and will be held on Friday, 11/3/23, in room L-109. From 12:30-1:30 p.m. is an optional lunch session and the workshop content is from 1:30 - 3:30 p.m. The workshops are in-person and are offered only to Classified Professionals. This professional development series will provide a space for Classified Professionals to foster professional growth, enhance diversity, and promote inclusivity. BethAnn encouraged the group to join and participate in identifying strategies for self-care, receive tools to build resilience, build community, and participate in activities that promote mental and physical well-being. BethAnn opened the floor for comments or feedback from those who attended the first workshop regarding their experience. Sandra Mills thought that the workshop was well organized and a worthwhile use of time, and she was glad she attended even though that Friday was not the most convenient day of the week for her to join. Irene Sukhu appreciated seeing newer Classified Professionals at the workshop and enjoyed how the program began with commitments to help set the tone. Lawrence Punsalang recommended accepting walk-ins for the content part of the workshops for people who aren’t sure if they can attend until that morning, and BethAnn agreed. Future workshop announcements may include that participants have the option of joining without an RSVP, but that food may not be available for them. Irma Gregory thought that the Equity in Action Workshops would be easier to attend for some Classified Professionals if they were occasionally scheduled on an alternate day of the week, and BethAnn replied that the team would discuss this when planning next semester’s workshops. Justin Nogarr voiced his praise for Sandra Parsons’ mindfulness exercise and requested it or another similar activity for the remaining workshops. Sheri Woltz had missed Sandra’s portion of the workshop and echoed Justin’s request. The last Equity in Action Workshop of the semester is on 12/1/23 and spring workshops are being organized. If you have any topics related to Equity in Action to recommend for a future professional development workshop, please send them to BethAnn for consideration. To view the pictures from the 10/20/23 workshop and for the invitation to the 11/3/23 workshop, please refer to BethAnn’s “Still Time to Register!...” email, which was sent on 10/30/23.</p> <p>b) <u>Accreditation Midterm Report:</u> Ryan Pedersen, Senior Dean of Planning & Institutional Effectiveness, presented the Accreditation Midterm Report. The goal of this presentation was to prepare Classified Professionals for the upcoming Midterm Report, inform us of the new ACCJC 2024 Standards, and move the institution toward college-wide alignment of our work with ACCJC Standards and towards the overall success of our students. LMC has an external body that receives a report from our college to certify our qualification. Our last Institutional Self-Evaluation Report (ISER) report and last visit was in 2020 and we were reaccredited. The next visit will be in 2027 or 2028, so we are in our mid-accreditation term. There are new standards which we will write to that are significantly different than the old standards. Instead of having approximately 130 prompts to write to, the new standards only have 30. The other significant change is that the prompts are more focused on outcomes and reflecting and less process-oriented. The Midterm Report template became available this month and its new prompts ask questions about Program Review. Ryan shared the structure of the Accreditation Steering Committee (ASC), which meets at least once a month to review the template and the Midterm Report process. The main shared</p>

		<p>governance committees on campus will be visited, some one time, and some for multiple visits. The Midterm Report is not structured around the Standards but rather around institutional work on our Institution-Set Standards, learning outcomes, and plans for the College since the last report, and also a reflection on the data. Ryan shared the timeline for writing the Midterm Report. The report will be distributed college-wide for review and feedback on 2/26/24, with a 1st read to the senates on 3/18/24. 2nd read is expected in mid-April 2024. Although the Midterm Report is not due to ACCJC until 10/15/24, the ASC is working early to prevent splitting the first and second reads during the summer and to account for the long SGC approval process. The Standard Team Captains are currently working to identify key personnel to engage and collaborate on the development of LMC's 2024 Midterm Report. The Midterm Report Template has four primary sections:</p> <ul style="list-style-type: none"> a) Reflections on Continuous Improvement Since Last Comprehensive Review b) Reflections on Institution-Set Standards and Other Metrics of Student Achievement c) Reflections on Assessments of Student Learning d) Looking Ahead to the next Self Evaluation and Comprehensive Review <p>Classified Professionals are asked to provide input on the prompt for the first section, Reflections on Continuous Improvement Since Last Comprehensive Review, based on their role(s) in their respective departments or programs and their experience in or with the LMC Classified Senate. Ryan distributed the template to the group who completed it as an activity, and we discussed our responses. The template asks Classified Professionals to "briefly describe major improvements or innovations since the time of the last comprehensive peer review, focusing on areas where your institution is excelling or showing significant improvement with regard to equitable student outcomes, educational quality, and/or mission fulfillment". The "Classified Senate Midterm Report Feedback Fall 2023" template has been included as an attachment to BethAnn Stone's 11/1/23 Classified Senate Meeting summary email. Please review it and provide this feedback to BethAnn by the end of the Fall 2023 semester.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that DGC and CSCC next meet on 10/31/23. CSCC will discuss JobLinks at CCC and the CS Presidents have scheduled a Zoom meeting with Interim Chancellor Mojdeh Mehdizadeh about their concerns regarding the JobLinks budget. BethAnn will report back on these items at our 11/13/23 Classified Senate Meeting.</p> <p>B. Shared Governance Council: Cesar Reyes reported that SGC reviewed the Monday Meeting calendar for Spring 2024, which he shared with the group. The All-Employee email list and email etiquette were discussed. Many other colleges already have a system in place to monitor All-Employee emails, so SGC believes this is an opportunity to develop our process and guidelines for the use of this list. Each 4CD campus currently has approvers who can approve these emails before they go out, and for LMC these include President Pamela Ralston, Jennifer Adams, Cabinet Members, and the AS and CS Presidents. SGC also discussed the continuing issues with the key fobs across campus. Sheri Woltz updated the group that she had last heard that a software problem was the cause. Catt Wood mentioned that there have also been problems with the key fobs at the Brentwood Center. Cesar shared that Steinberg Hart will be visiting AS and CS on 11/27/23, College Assembly on 11/6/23, and the steering committee on 11/7/23, to present on the Facilities Master Plan. The SGC RAP proposal review committee is meeting this week to recommend proposals for funding to the SGC body. There is about \$1.2 M in funding requests and about half of that amount in available funding. For your review and information, the Calendar of Monday Meetings for Spring 2024 is included as an attachment to BethAnn Stone's 11/1/23 Classified Senate Meeting summary email.</p> <p>C. Strategic Enrollment Management: Lawrence Punsalang reported that SEM met and continued their work in breakout groups. Lawrence is part of the Implementation Success Team and they discussed the Faculty Mentor position, went back and looked at the job listing and job description, and considered what needed to be removed or added. A final decision on the duties for this role was made. Irene Sukhu reported that this was her first meeting as SEM committee member and she was assigned to the second team, the Strategic Scheduling work group. This group decided on an objective and action steps from the EMP to focus on and considered sending out surveys to everyone, specifically department chairs and students, to gather feedback on the schedule for the one-year scheduling process.</p> <p>D. Safety Committee: Sandra Mills reported that Safety Committee met and they discussed The Great Shakeout, the earthquake that occurred the previous day, and the issues with the phone and speaker system not functioning effectively or as intended. Safety Committee also discussed the safety training session and continued to review and update the Safety Monitor list.</p> <p>E. Planning Committee: Planning Committee has not met since the last Classified Senate meeting and next meets on</p>

		<p>11/2/23.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>G. IDEA: Catt Wood reported that IDEA met and the meeting was primarily focused on introducing and orienting their new members and reviewing IDEA's charges.</p> <p>H. Sustainability: Sheri Woltz reported that Mika Mobley is interested in joining Sustainability Committee as a Classified Senate member representative. BethAnn Stone indicated that the approval of Mika's assignment to Sustainability will be added to the agenda for the next Classified Senate Meeting.</p> <p>I. Professional Development Advisory Committee: Justin Nogarr reported that PDAC reviewed a few professional development requests for approval. There is considerable interest in NCORE 2024, which will be held in Hawaii, so PDAC is assessing how much is in the pot to fund this group and other requests. PDAC's last meeting of the semester is on 11/30/23, so please continue to submit your interest in upcoming professional development opportunities. Justin explained that LPG is an acronym for Local Planning Group. LPG coincides with professional development at the District and it is designed to examine which opportunities should be added and which are funded. Dean Ryan Pedersen added that LPG also approves workshops for Flex credit for Faculty, contractually.</p> <p>J. EEO Committee: No EEO report-out was available at today's Classified Senate Meeting.</p>
8.	Council Business	<p>A. Crab Feed Committee Update: Per the Agenda Action of Item 5.A., the Crab Feed Committee Update was tabled for the next Classified Senate Meeting.</p>
9.	Adjourn Meeting	<p>Adjourn at 4:32 pm Action: M/S: I. Sukhu/S. Mills (9-0-0)</p>