

CLASSIFIED SENATE MINUTES
Monday, November 13, 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*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

Attendees: T'Sendenia Gage, Lindsay Litowitz, Mika Mobley, Tanita Richardson, Melina Rodriguez, Grace Villegas

Guest(s): Dave Belman, Ryan Pedersen

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus Spotlight	Welcome: BethAnn Stone welcomed the group at 3:05 pm. Announcements: BethAnn Stone announced that the third and final Equity in Action Workshop of the semester is focused on Cultural Competence, Courageous Conversations, and Inclusive Communication & Language. It will be held on Friday, 12/1/23, in room L-109. From 12:30-1:30 pm there is an optional lunch session and the workshop content is from 1:30 - 3:30 pm. Sandra Parsons will join the workshop towards its conclusion to lead a meditation and mindfulness exercise. 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. For more information, please refer to BethAnn's 11/16/23 Classified Senate Meeting summary email. Public Comment: Sandra Mills shared that the Center for Academic Support will host this semester's tutoring Study Slam on Friday, 12/1/23. Caring Campus Spotlight: Catt Wood shared that Roseann Erwin helped a student who had gone to the Brentwood Center Library, but was looking for college enrollment information. Roseann guided the student to the Admissions & Records desk. BethAnn Stone and the group appreciated Roseann's caring and supportive action.
5.	Approval: A. Agenda of 11/13/23 B. Minutes of 10/30/23 C. Teleconference Waiver Form	A. Agenda Action: Motion to approve the 11/13/2023 CS meeting agenda with no revisions. M/S: S. Mills/C. Wood (10-0-0) B. Minutes Action: Motion to approve the 10/30/2023 Classified Senate Meeting Minutes. M/S: C. Wood/C. Diputado (12-0-0) C. Teleconference Waiver Form: No teleconference waiver requests were made at today's Classified Senate Meeting.
6.	Presentation: Naxalone Distribution Project Accreditation Midterm Report	A. Naloxone Distribution Project: Dave Belman, Dean of Student Success, presented the Naloxone Distribution Project (NDP). The Student Life Office and the Basic Needs Center is interested in addressing the opioid overdose epidemic, and Dave shared graphs and other data which illustrated the epidemic's increasing impact nationally and locally. While the number of opioid prescriptions issued has significantly fallen over the past ten years, the number of opioid-related overdoses has increased, particularly for the 20–49 year-old age group. In Contra Costa County, the highest concentration of overdose deaths are in Antioch and Pittsburg. The State passed a standing order, NDP, that allows community organizations and other entities, including colleges, to distribute naloxone to people who are at risk of overdose. The NDP allows virtually anybody to administer naloxone to someone who is either experiencing an overdose or is suspected of experiencing an overdose. LMC can apply to the NDP to receive free Naloxone kits, engage its community members (employees and students) who are interested in training, and provide them with kits. There are different forms of Naloxone (brand name: Narcan), but the most common one is an intranasal spray, and when it is administered there is a very high percentage of reversing an overdose with virtually no long-term negative effect. Good Samaritan laws and liability laws offer protections to eliminate civil or criminal liability for trained individuals administering Naloxone. In order to participate in the Naloxone Distribution Project and receive free Naloxone to distribute, LMC must have a procedure in place. Dave explained the proposed

		<p>procedure for Naloxone training, distribution, storage & maintenance, and reporting. SGC has requested that each Senate individually reviews and supports the draft procedure before it returns to SGC for approval. The group discussed the draft procedure and Dave addressed comments and questions. Motion to approve the Naloxone Distribution Procedure. M/S: I. Sukhu/G. Villegas (13-0-0). For your information and review, the Naloxone Distribution Project Document is included as an attachment to BethAnn Stone's 11/16/23 Classified Senate Meeting summary email.</p> <p>B. <u>Accreditation Midterm Report:</u> Ryan Pedersen, Senior Dean of Planning & Institutional Effectiveness, presented the Accreditation Midterm Report. This was a continuation of Ryan's presentation from the 10/30/23 Classified Senate meeting. Please refer to the 10/30/23 CS meeting minutes to review Ryan's description of the Accreditation Midterm Report and its feedback templates. The goal of the Accreditation Midterm Report presentation and training is 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. There are new standards which we will write to that are significantly different than the old standards. 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. 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>At the 10/30/23 Classified Senate meeting, Classified Professionals were asked to provide input on the prompt for the first section, A. 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. At today's meeting, Ryan asked the group to answer the prompts for Sections B and D. Data was shared for successful course completion rates, certificate awards, degree awards, and transfers. Ryan also explained the Baseline and Stretch Goal figures for each dataset. The template instructions ask that this data and other metrics be used to support and guide the responses to the section prompts. Ryan distributed the templates to the group. Classified Senate worked to complete them as an activity, and we discussed the data and our responses. The Section B template has three prompts for Classified Professionals to respond to:</p> <ul style="list-style-type: none"> 1. Describe any patterns/trends in performance against our Institution-Set Standards and other metrics of student achievement. 2. What do you see in the disaggregated student achievement data related to equitable student achievement outcomes (i.e., equity gaps)? What patterns or trends excite you? What patterns or trends concern you? 3. What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions in order to inform future improvements and innovations in support of equitable student achievement? <p>The Section D template has one prompt:</p> <ul style="list-style-type: none"> 1. Your institution will begin its next comprehensive self-evaluation in 1-2 years. What opportunities, changes, or other internal or external factors do you see on the horizon that are likely to affect the context of your self-evaluation and/or comprehensive peer review? <p>The Midterm Report Feedback Fall 2023 - Classified Senate templates for sections B and D (reviewed at today's CS meeting) and the template for section A (reviewed at the 10/30/23 CS meeting) have been included as an attachment to BethAnn Stone's 11/16/23 Classified Senate Meeting summary email. Please review them and provide this feedback to BethAnn by 11/28/23.</p>
7.	Committee Input and Report Outs	<p>A. <u>District Reports:</u> DGC and CSCC have not met since the last Classified Senate meeting. BethAnn Stone reported that the CS Presidents have scheduled a Zoom meeting with Chancellor Mojdeh Mehdizadeh about their concerns regarding the JobLinks budget.</p>

		<p>B. Shared Governance Council: Cesar Reyes reported that SGC met and they reviewed the Zoom phone roll out, which happened last week, and discussed the Aspen Institute recognition of LMC for Community College Excellence. SGC received a presentation from Early Childhood Education on the four new instructional program proposals and Dean Ryan Pedersen visited to discuss the Accreditation Midterm Report. The RAP proposal subcommittee asked for more time to complete their recommendations because of a few proposals which were not captured in the database. SGC approved the Monday Meeting calendar for Spring 2024. 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: Irene Suhku reported that SEM met in their working groups rather than meeting formally, and this is expected to continue until SEM's last meeting of the semester. Lawrence Punsalang's group, Implementation Success Team, continued to work on the job responsibilities for the Faculty Mentor. Irene's group, Strategic Scheduling, ran different SQL reports to help them make scheduling decisions moving forward.</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 and the primary topic was the Institution-Set Standards project team, which is comprised of Mark Lewis, Tatiana Pak, and Bill Bankhead. This team will present on our Institution-Set Standards at the next College Assembly. This includes their work on different proposals to the college to change or not change our Institution-Set Standards based on recent data and trends. The Program Review project team will draft a proposal to bring to Planning Committee and SGC regarding Program Review reimagined at the district level. The proposal will present three options: a pause in Program Review until Fall 2025, a change of the Program Review schedule, or a continuation of the existing schedule. The Accrediting Commission for Community and Junior Colleges (ACCJC) and the State Chancellor's Office do not stipulate how many times Program Review is required, only that it must be done, that the outcomes are reviewed, and that the information is used to inform college institutional priorities and goals. The Use of Survey project team continued work on their survey template and identifying programs, departments, committees, and groups that particular surveys would be useful in informing the charges and works of those particular areas.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting. Courtney Diputado reported that Carl Chiu presented on the Technology Master Plan and its implementation to DE. BethAnn Stone has invited Carl to the 11/27/23 Classified Senate meeting to present on the Technology Master Plan.</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: PDAC has not met since the last Classified Senate meeting.</p>
8.	Council Business	<p>A. Umoja Thanksgiving Basket Donation: BethAnn Stone explained that Umoja organizes a Thanksgiving basket drive for LMC students each year. This year, they have partnered with EOPS, LMC Marketplace, and the Honors Program. The basket contains a \$20 grocery gift card, a whole chicken or tofu turkey, and a variety of non-perishable and fresh foods. Each basket is valued at approximately \$20 to \$25 and all donations go towards the purchase of the food and the LMC marketplace. Donations from Classified Senate typically come from our trust account (Fund 79) since the scholarship account is used for scholarships and our Fund 11 is used for non-donation activities. We have approximately \$946 in our trust account. Motion to approve the donation of \$50 to the Umoja Thanksgiving-Friendsgiving Basket Drive from the Classified Senate Trust Account. M/S: S. Mills/S. Woltz (12-0-0).</p> <p>B. Crab Feed Committee Update: BethAnn Stone shared the Crab Feed Scholarship Fundraiser "Save the Date" flyer and thanked Lindsay Litowitz for her great work designing it. The Crab Feed is scheduled for Saturday, 3/9/24. The Crab Feed Committee decided to sell early-bird ticket sales beginning on 12/5/23, for \$75 a ticket. Ticket prices will be raised to \$85 on 2/1/24. The band Project 4, who performed at last February's Winter Gala fundraiser, have agreed to perform at the Crab Feed. Sandra Mills suggested that Project 4 be added to the flyer. BethAnn has an appointment with President Pamela Ralston to discuss use of the Student Union conference rooms for the event. For more information on the Crab Feed and to download the first flyer, please refer to BethAnn's 11/16/23 Classified Senate Meeting summary email.</p> <p>C. CS Budget Update: BethAnn Stone shared the Classified Senate budget updates. As of Sheri Woltz's last check, the Classified Senate budget has not been loaded into Colleague. Sheri continues to maintain a shadow budget. As BethAnn had explained in previous meetings, Classified Senate went over budget last semester and there was also an approximately \$2500 deposit from the gala last February that was never made, and these two amounts somewhat balance each other out. BethAnn and Sheri will be working together once the budget is loaded to provide Classified</p>

		Senate with a more detailed accounting of where we are with our budget and what remains to spend this semester.
9.	Adjourn Meeting	Adjourn at 4:26 pm Action: M/S: S. Mills/I. Sukhu (10-0-0)