

CLASSIFIED SENATE MINUTES

Monday November 16, 2020

3:00 p.m. – 4:30 p.m.

Via Zoom

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, 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, Irma Gregory, Susie Hansen, Eloine Chapman, Cesar Reyes, Aaron Nakaji, Erika Messenger, Reggie Turner

Member(s) Excused: Letta Greene – *Treasurer*

Guests: Rachel Anicetti (Transfer Center), Sabrina Kwist (Dean of Equity & Inclusion)

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none">• Nicole Almassey welcomed Classified Professionals to the meeting.• Faculty member Theodora Adkins e-mailed Nicole Almassey a couple documents for the Classified Senate to review and provide feedback.<ul style="list-style-type: none">◦ <i>4CD Improvements Needed</i> – The Classified Senate will review this extensive document offline and e-mail any feedback to Nicole.◦ <i>African-American Staff Association of CCC Call to Action</i> - The Classified Senate will review this document offline and e-mail any feedback to Nicole. Nicole was asked to inquire with Professor Adkins on the status of the LMC hAfrican-American Staff Association that was previously established.• BethAnn Stone provided an overview of the Institutional Effectiveness Partnership Initiative (IEPI) Planning Resource Team (PRT) Grant and first visit that occurred last week. The \$200,000 grant was awarded to LMC fund data coaching, the next stage of eLumen for curriculum and program review, EMP implementation and integration with college plans. The PRT will also assist with development of an institution effectiveness plan to move forward with the above activities, and provide a Menu of Options (MOO) to guide us in our next steps.• Gratitude was extended to Eloine Chapman and Robert Delgado for their work in the development of a new Video Resource Library currently online.• On November 30th 2:30-4:30 p.m., the Food Pantry is holding another large food pick-up (20 lb. box of food and 5 lbs. of produce). Gratitude and appreciation was extended to all that have supported the turkey/tofurkey drive.
4.	A. Agenda of 11/16/2020 B. Minutes of 10/26/2020	A. Agenda Action: M/S: S. Mills/R. Delgado approved (<i>18-0-0</i>) B. Minutes 10/26/2020 Action: M/S: S. Mills/N. Alfaro approved with three (3) corrections (<i>18-0-0</i>)
4.	Presentation: Zoom Classified Senate Resolution	<u>Zoom – Dean Sabrina Kwist and Rachel Anicetti:</u> Dean Kwist and Rachel Anicetti provided a presentation on some of the features in Zoom and overview of some new updates. The following items were included in the presentation: <ul style="list-style-type: none">• When conducting workshops, presentations, or teaching a course on Zoom it is a good idea to include a brief biography of yourself.

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	<p>Calendar of Monday Meetings – Informational</p>	<ul style="list-style-type: none">• In the “Advanced” tab you can share music or any sound your computer is playing. Adding music to a presentation or workshop can help add a bit of “pizazz” to your Zoom. There is no need to download the music in advance, the Zoom will play whatever sound is playing on your computer when you share your screen.• If you want to use your Powerpoint as your Zoom background it can only be used as a Powerpoint and it must be downloaded to your computer.• It is recommended to set-up a Zoom sandbox with dates and times that you can practice with participants.• Zoom backgrounds have been enabled on Androids. There is a way through Zoom support that you can see the requirements for Android devices.• You can utilize multiple screen-sharing for group presentations• You can create up to 50 breakout rooms and assign up to 200 participants and use a combination of auto-assign or host-assigned.• Padlet or Mural are great web applications for brainstorming. They function like a gallery walk or blue-wall exercise.• Be aware of possible Zoom-bombers! There are a number of in-meeting security protocols. Such as a report function in which you can report participants that are behaving inappropriately via screen, chat, language, video, etc. and remove the participant(s) if necessary.• There is a new 4CD requirement option to select for authentication• Please review the e-mail sent by Carlos Montoya on October 28th pertaining to Wi-fi hotspots for employees (50 available).• There are currently no trainings scheduled however, there are spaces created where employees can play or work with Zoom. Dean Kwist noted this need, the Office of Equity & Inclusion will work on putting a training(s) together. <p><u>TLC Charges – Nicole Almassey:</u> SGC requested its members share the draft 2020-21 charges for TLC with their constituents. Typically, SGC does not review or provide feedback on Academic Senate committees however, in the interest of inclusivity it was shared with SGC, then requested to share-out. This exercise brings to question if Classified Senate wants to review charges of SGC committees in the future. If you have any concerns on TLC’s charges e-mail Nicole to she can communicate them to SGC.</p> <p><u>SEM Voting Members and Plan – Nicole Almassey:</u> SEM recommended to SGC that four (4) members from each constituency group will be voting members in addition to three (3) non-voting members and the tri-chairs (19 total members). The CS is asked to review and provide any concerns if noted to Nicole.</p> <p><u>TAG Plan – Nicole Almassey:</u> The four (4) 2020 charges from TAG have been provided for review and feedback by the Classified Senate. Additionally, the Powerpoint presentation detailing the goal outline for the Technology Plan. A question is asked as on the TAG Plan – to how TAG is determining the instructional technology needs for students? It is also noted for the TAG Plan that there needs to be onboarding of new adjunct Faculty and Classified</p>
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		Professionals on various technology.
6.	Committee Input and Report-Outs	<p>A. DGC: The new Chancellor was introduced to DGC. The Council is also reviewing previous learning and experience equivalency to college credits.</p> <p>B. Shared Governance Council: SGC requested members share the TLC Charges with their constituencies for feedback (see earlier agenda item).</p> <p>C. Strategic Enrollment Management: See earlier agenda item on voting members and the SEM Plan.</p> <p>D. Safety Committee: Has not met.</p> <p>E. Planning Committee/EMP: The Program Review Policy & Procedure for LMC will be emailed after today's meeting for Classified Senate review and feedback. Demonstrations were provided on eLumen for Program Review and College Plans. The Year Five Templates for Student Services and Learning Communities were approved.</p> <p>F. TAG: See earlier agenda item on the Technology Plan.</p> <p>G. IDEA: Meets on Thursday.</p> <p>H. Sustainability: Meets this week.</p> <p>I. Professional Development Advisory Committee: No report since last meeting.</p> <p>J. EEO Committee: There was a report-out on implicit bias and feedback on the UCE convening. Irma Gregory will give the CS report-outs from DEEOAC when they meet.</p>
7.	Council Business	<p>A. Umoja Turkey Baskets: 200 students have applied, typically we only receive 75 applicants. The value of a basket is \$25. The CS generally donates a basket (\$25). Action: M/S: S. Mills/C. Wood approved a donation of \$50 for two (2) turkey baskets <i>(19-0-0)</i></p> <p>B. Goals: Would like to develop an advisory group or sub-committee to review our goals and update them (last done in 2016). This group would meet offline to review, update or revise the goals of the Classified Senate and bring their recommendations. The current goals and EMP framework will be e-mailed ahead of the November 30th meeting to all Classified Professionals. BethAnn Stone, Sandra Mills, Irene Sukhu and Robert Delgado have volunteered for the Goal Review Committee.</p> <p>C. Elections Committee: The CS reviewed the options for modifying the terms and cycles to put the elections process back in alignment. A suggestion is instead of a "past president" we could use a "president-elect". The president would be a four-year term and in the fourth year the president-elect would join the current president for a smoother transition. This would need to be addressed with the Bylaws Committee. Action: M/S: B. Stone/I. Sukhu approved the following modification option <i>Terms starting on July 1, 2021 for President, Secretary and 2 Council seats will be a 3-year term for one cycle only. Terms for Vice-President, Treasurer and 2 Council seats will remain as a 2-year term.</i></p> <p>D. Scholarship Committee: Susie Hansen is chair of the committee and will hold the first meeting on December 1st.</p> <p>E. Fundraiser(s): CS is in need of volunteers for an online opportunity drawing (T.V., baskets, gift certificates,</p>

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		etc.). CS needs to determine the timing of when to hold the online event, noting that we need to have the funds in our account for scholarships by April. A suggestion is to hold a game night and sell tickets to enter games, then the winners would win the prizes. There is a phone application called “house party” that could be helpful for this fundraiser.
8.	Adjourn Meeting	Adjourn at 4:35 pm Action: M/S: C. Wood/S. West <i>(17-0-0)</i>