

**CLASSIFIED SENATE MINUTES**  
**Monday, November 21, 2022 3:00 – 4:30 pm**  
[ZOOM](#)

**Members Present:**

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

**Attendees:** Kathryn Anderson, Irsabenda Archuleta, Lisa Avery, Courtney Diputado, Nadiya Korkuna, Melina Rodriguez, 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 3:04 pm.</p> <p><b>Announcements:</b> BethAnn Stone announced that the Classified Senate Winter Gala will be postponed to February due to low ticket sales. BethAnn is looking to reschedule for 2/11/23 and is waiting for a response from the entertainment to confirm they are available to re-book for that date. If held on the 11<sup>th</sup>, the Gala could be shifted to a Valentine’s Day theme. Those who purchased tickets online or at the cashier’s window will be sent an email and given an option to either hold their tickets for the rescheduled date or be issued a refund. Please contact BethAnn if you or anyone you know have purchased tickets and she can provide them with direction. BethAnn expressed her gratitude for everyone’s patience and more information will be forthcoming once we know if the band can reschedule for 2/11/23. For more information, please refer to BethAnn’s 11/28/22 “LMC Classified Senate Scholarship Winter Gala -- RESCHEDULED DATE” email.</p> <p>Sandra Mills announced that the Local One bargaining team finished contract negotiations on Friday, 11/18/22. It had been a difficult and frustrating negotiation cycle. Local One negotiated a 5% raise retroactive to July 2022 and a further 1.5% increase starting in January 2023. Additionally, Classified will receive a 2% one-time bonus based on pay before the raises. There are some other language-related items in our contract which reflect changes in law. Juneteenth is included and Native American Day has been replaced with Indigenous Peoples’ Day in October. Also, the contract includes a 10% raise for Classified performing out-of-class Management work. An official joint communication will be released soon regarding ratifying the contract. We can expect the contract to go into effect in January or February of 2023. BethAnn Stone thanked Sandra and the Local One team for their time and hard work during a challenging negotiating cycle.</p> <p><b>Public Comment:</b> No public comments were made.</p> <p><b>Classified Professional Spotlight:</b> Kathryn Anderson volunteered to have Aaron Nakaji share about her for this week’s Classified Professional Spotlight. Kathryn will share about Aaron at the next meeting. Kathryn grew up around the Bay Area and also in the outskirts of Houston, Texas. After graduating high school, she permanently relocated to Antioch and she attended LMC and DVC. Kathryn transferred to UC Santa Cruz where she obtained a B.S. in Environmental Science and a B.A. in Biology. Her focus was on using machine learning in R and Python to forecast severe and compounding ocean events. Kathryn recently graduated in June and was fortunate to find her way back to LMC as our laboratory tech for the Brentwood Center. Kathryn plans to eventually continue studying applied Environmental Science either at UC Berkeley or overseas (potentially in Zurich, Switzerland). The Classified Professional Spotlight activity 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.	<b>Approval:</b> A. Agenda of 11/21/22  B. Minutes of 11/7/22	<p><b>A. Agenda Action:</b> Motion to approve the 11/21/2022 Classified Senate meeting agenda. <b>M/S:</b> S. Mills/I. Sukhu (12-0-0)</p> <p><b>B. Minutes Action:</b> Motion to approve the 11/7/2022 Classified Senate Meeting Minutes. <b>M/S:</b> I. Sukhu/G. Villegas (12-0-0)</p>

<p>6.</p>	<p><b>Presentation:</b> Bylaws Review &amp; Revision</p> <p>Winter Gala</p>	<p><b>A. <u>Bylaws Review &amp; Revision:</u></b> BethAnn Stone presented the Bylaws Review and Revision for discussion and approval. Shondra West and Robert Delgado had started this work, and Cesar Reyes later joined them on the Bylaws Review and Revision Committee. As described in BethAnn's 11/17/22 Classified Senate meeting announcement email, the only section of the bylaws that will be revised, reviewed, and approved separately is the Elections section. We have an elections process coming up in the spring and the Bylaws Review and Revision Committee thought it would be best for the Elections Committee to document their process before the Elections section is revised. There were two revisions in the bylaws up for discussion. First, Article IV, Section 1 had previously stated that each time the Classified Senate meeting agenda and minutes are sent out, the VPB&amp;AS is notified and invited, along with the President of the college and the Academic Senate President. Should this language also include the Vice Presidents of Instruction? The group indicated their support for including the VPIs in this communication. The second revision in question was Article IV, Section 7, where it refers to the Council taking actions within its "powers and responsibilities" as required or needed, without a formal meeting. Technically, only "responsibilities" are defined in the bylaws. If we state "powers", should they be defined somewhere, especially if they could be used to take actions without holding a meeting? BethAnn opened the floor to deliberation and the group discussed the nuances and implications of the use of the word "powers". BethAnn, Catt Wood, and Irene Sukhu thought that the word could be omitted to prevent confusion. Reggie Turner proposed using "authority", BethAnn offered "purview", and Irene proposed "capabilities" as replacements for "powers". An informal poll was held and the group agreed with "authority" as a replacement word for "powers". The floor was then opened to feedback or questions pertaining to any other sections of the bylaws before BethAnn asked for a motion to approve the revisions. <b>Motion</b> to approve the Classified Senate Bylaws with the following amendments:</p> <ol style="list-style-type: none"> <li>1. Article IV, Section 1 – Notice and Place of Meetings add Vice President of Instruction (VPI) and Vice President of Student Services (VPSS) to the list of those to receive notifications of meetings;</li> <li>2. Article IV, Section 7 – Action Without Meeting replace the term "powers" with "authority";</li> <li>3. Article VII Elections – Will be revised, reviewed and approved after spring 2023 so that the Elections Committee can document the elections procedure and process.</li> </ol> <p><b>M/S:</b> C. Wood/C. Reyes (13-0-0). BethAnn thanked the Bylaws Review and Revision Committee for their great work throughout the past year organizing, formatting, and verifying our bylaws. The revised bylaws will be posted to our website and sent to the State Classified Senate. Please reach BethAnn if you have any questions or feedback related to the Bylaws Review &amp; Revision.</p> <p><b>B. <u>Winter Gala:</u></b> BethAnn Stone explained that, as previously announced, the Winter Gala has been rescheduled. The Fundraising Committee will continue to meet through Zoom every Monday at 1:00 pm, and all are welcome to join. Although it is postponed there is much work to be done in the next month, with a focus on promoting and marketing the event. BethAnn will work with Irma Gregory's daughter, who designed the original flyer and tickets, on their redesign for a potential Valentine's Day theme. There have only been about twelve tickets sold in-person and BethAnn will work with the Cashier to have them refunded or exchanged for tickets for the rescheduled date. For more information, please refer to Item 2. Announcements of these meeting minutes or to BethAnn's 11/28/22 "LMC Classified Senate Scholarship Winter Gala -- RESCHEDULED DATE" email.</p>
<p>7.</p>	<p><b>Committee Input and Report Outs</b></p>	<p><b>A. <u>District Reports:</u></b> BethAnn Stone acknowledged the recent communication regarding the selection of our new Interim President, Dr. Pamela Ralston, who will start in January 2023.</p> <p><b>B. <u>Shared Governance Council:</u></b> BethAnn reported that SGC met and she screen shared the Draft Monday Meeting Calendar, which received the most support out of two options. Irene Sukhu added that the calendar was made with the intention of holding College Assembly on the first Monday of each month so people can plan around it accordingly. Scheduling a joint meeting for Classified Senate and Academic Senate on 3/20/23 was also proposed and discussed. BethAnn remarked that support for a 9+1 document for Classified has gained momentum at the State Classified Senate level and she hoped that it would appear as an agenda item for this potential meeting. Eventually, we would work with our Chancellor and Governing Board for 9+1 to be indoctrinated formally in Board Policy and Procedure. The Budget Committee also reviewed the Resource Allocation Process (RAP) database at SGC. The Budget Committee is constituent-based and Irene is our Classified Senate representative. The Budget Request Database's (BRD) outstanding proposals were previously reviewed by the Business Office to contact the requester and determine if they still moving forward with that proposal. The Budget Committee then receives all active</p>

current proposals for fall resource allocation funding. There is \$376,000 in instructional support and \$500,000 in Higher Education Emergency Relief Funds (HEERF), both of which have a specific set of criteria that must be met to be funded under those dollars. A rubric was developed by SGC and provided to the Budget Committee for their use in reviewing and rating the proposals. Proposals submitted that didn't qualify for instructional or HEERF funding, but qualified for other funding sources (Perkins, discretionary funding, etc.), were moved to those sources for funding, which BethAnn appreciated. BethAnn screen shared the proposals which were approved by SGC. If you have any questions or feedback you would like BethAnn to bring back to SGC, please email her. SGC also discussed the new Assembly Bill 361 regarding the ability to hold meetings virtually. AB 361 is an addendum to the existing Assembly Bill that Governor Newsom issued with the State of Emergency order and which allows for meetings to be held virtually. The emergency order is expected to be lifted in early 2023 and all Brown Act meetings will have to resume in-person. AB 361 requires that 50% plus one of the quorum meet in-person. This would, as an example, allow for up to two people out of a five-person committee to attend virtually since the majority of the quorum is meeting in-person. Virtual attendees need to provide the chair a valid reason for not to participating in-person. AB 361 will be in place until March 2023 and expires after the emergency order is lifted in February. BethAnn feels that LMC Classified Senate virtual meetings will continue, potentially with Council Members meeting in the same physical location but Classified constituents and Brentwood employees given the option to join virtually. This would allow Brentwood employees to participate and encourage more Classified Professionals to engage in the Senate. BethAnn will work with Lawrence Punsalang to identify a location at the Brentwood Center for a Classified Senate meeting space.

- C. **Strategic Enrollment Management:** Irene Sukhu reported that Eloine Chapman and Marketing Director Juliet Casey Geary presented at SEM a few marketing options for updating the LMC website for Guided Pathways. Eloine shared two versions of what the new Guided Pathways website could look like and there was much discussion about one of them, which revolved around video and picture testimonials. SEM discussed revising and updating the degree checklists to align them with Guided Pathways and who would perform these updates. The group also talked about course sequencing in eLumen and the next SEM meeting was scheduled for 12/6/22.
- D. **Safety Committee:** Safety Committee has not met since the last Classified Senate meeting.
- E. **Planning Committee & ISLO Core Group:** Planning Committee has not met since the last Classified Senate meeting.
- F. **TAG/Technology Plan Core Group:** TAG has not met since the last Classified Senate meeting.
- G. **IDEA:** Catt Wood reported that IDEA postponed their November meeting to February 2023.
- H. **Sustainability:** Nadiya Korkuna reported that Sustainability met and Tracy Marcial, Sustainability & Energy Manager, presented the District's nine-step Sustainability Plan. The group introduced themselves to each other and talked about connecting their sustainability ideas as a committee with those of the District. They discussed the Electric Vehicle stations at the Pittsburg campus and Brentwood Center and the possibility of organizing an Earth Day event in the spring.
- I. **Professional Development Advisory Committee:** At the 11/7/22 Classified Senate Meeting, Robert Delgado offered to serve as Classified Senate representative for PDAC. **Motion** to approve the appointment of Robert Delgado to PDAC as a Classified Senate representative. **M/S:** C. Wood/I. Sukhu (13-0-0).
- J. **EEO Committee:** Nadiya Korkuna reported that at EEO, VPSS Tanisha Maxwell presented the Student Equity Plan (SEP). Mika Sugahara also shared that two new members were introduced at EEO: Raymond Tirado as Classified Representative and Micah Simms as Student Representative. Janith Norman presented updates from the District EEO Committee and Emma Blackthorne joined as a guest and presented disaggregated data relevant to EEO for discussion.

8.	<b>Council Business</b>	<p><b>A. Elections Committee:</b> BethAnn Stone commented that Classified Senate has quite a few volunteers (Connie Konsavage, T'Sendenia Gage, and Lisa Avery) for the Elections Committee, but most of them are new to Senate. BethAnn asked Sandra Mills if she would continue on the committee in the spring for the elections process, and Sandra confirmed that she could participate if she is needed. The Elections Committee will likely begin meeting in early January 2023. If you are interested in joining the Elections Committee in the spring, please reach BethAnn. Also, the positions of Classified Senate President, Treasurer, and Grace Villegas's Council Member seat are up for election in the spring for terms which will begin in Fall 2023. If you are interested in becoming a Classified Senate Council Member, please consider running for one of these positions. A list of the current Council Members and their terms can be found at this <a href="#">Classified Senate website link</a>.</p> <p><b>B. Cultural Empowerment Committee:</b> BethAnn Stone explained that the Cultural Empowerment Committee membership currently consists of herself, Catt Wood, Courtney Diputado, and Rashaad McAlpin. The committee met and discussed ideas for spring. Potential activities include webinars, trainings which Courtney participated in previously at an NCORE conference, and workshops from the <a href="#">Luna Jiménez Institute</a>. The goal is to organize activities that bring the campus community together into a space of healing and recovery from events of the past two years. The Cultural Empowerment Committee meets again in December and they will be examining the costs of some of these ideas and preparing an outline of ideas for presentation to IDEA in early spring. BethAnn will continue to provide updates to Classified Senate on their progress, and please contact her if you are interested in joining the Cultural Empowerment Committee. The next Classified Senate meeting is scheduled for 12/12/22 and we may offer some incentives, such as coffee and cookies, to encourage everyone to celebrate and attend in-person and close out the semester together.</p>
8.	<b>Adjourn Meeting</b>	<b>Adjourn at 4:25 pm Action: M/S: S. Mills/R. Turner (13-0-0)</b>