

CLASSIFIED SENATE MINUTES
Monday, November 27, 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: Myles Crain, Robert Delgado, Lindsay Litowitz, Andrew Murphy, Justin Nogarr, Tatiana Pak, Lyssa Shabusheva, Grace Villegas, Hasaun Warren

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm.</p> <p>Announcements: BethAnn Stone announced that The Office of Equity and Inclusion, in partnership with IDEA and PDAC, has released the applications to attend A²MEND and the National Conference on Race and Ethnicity (NCORE). A²MEND is taking place in March, in Los Angeles, the deadline to apply is 2/2/24. NCORE is taking place in Hawaii from 5/20/24 to 6/1/24, and the deadline to apply is 12/15/24. Please refer to Robert Delgado’s 11/21/23 “[PD - Equity] DEIB Conferences” application announcement email for more information.</p> <p>BethAnn Stone shared an invitation from Nicole Almassey to walk with colleagues, students, family, and friends in this year's City of Pittsburg Holiday Parade, which is at 11:00 am on Saturday, 12/9/23. The sign-up form closes on 12/5/23 and there will be a surprise for the first 100 participants who sign up. Please refer to Nicole’s 12/4/23 “LAST CHANCE -: Participate in the Pittsburg Holiday Parade with LMC” email for more information.</p> <p>BethAnn Stone announced that Classified Senate is seeking volunteers to serve on two committees. The first is participation in the Scholarship Committee. It is scholarship season and we are asked to look at applicants for the Classified Senate Scholarship, score them with the rubric, and submit them to Financial Aid. Secondly, we are seeking volunteers for the Crab Feed Committee. Starting next spring, this committee will meet every two weeks, with a possible increase to each week towards March.</p> <p>BethAnn Stone reminded the group that the Participatory Governance Workgroup Survey is still open. BethAnn recommended and encouraged everyone to participate in the survey and help provide the Participatory Governance Task Group with information they need regarding our current shared governance processes and committees. The survey is anonymous and is open until 1/21/24. To participate in this survey, please use this link. You may also refer to BethAnn’s 11/27/23 “REMINDER: ACTION REQUIRED...” CS meeting reminder email for additional information.</p> <p>BethAnn Stone announced that it is that time of the semester to vote for “Who Got Caught Caring.” Please submit your nominations for Classified Professionals that you caught caring here, no later than Wednesday, 1/17/24, and you may refer to Irene Sukhu’s 11/16/23 “[ACTION REQUESTED] Caring Campus...” email for more information.</p> <p>Public Comment: Sandra Mills shared that the Center for Academic Support will host this semester’s tutoring Study Slam from 10:00 am – 5:00 pm on Friday, 12/1/23. It is held both in-person and online and there will be pizza and other food for students who join.</p> <p>Courtney Diputado shared that there is now a feature in Zoom for smart recording with AI Companion which can generate AI summaries of meetings. The option can be found in the Zoom browser settings under AI Companion.</p> <p>Caring Campus Spotlight: Catt Wood appreciated Deborah Baskin from Financial Aid for always being amazing, even though she is only at the Brentwood Center two days per week. Tatiana Pak highlighted Lyssa Shabusheva who has been a great support to foster care students. Lyssa prepared a presentation for them and organized a small gift for those who attended in-person. BethAnn Stone and the group celebrated Deborah and Lyssa for their fantastic work supporting and caring for our students.</p>

5.	Approval: A. Agenda of 11/27/23 B. Minutes of 11/13/23 C. Teleconference Waiver Form	A. Agenda Action: Motion to approve the 11/27/2023 CS meeting agenda with no revisions. M/S: S. Mills/I. Sukhu (14-0-0) B. Minutes Action: Motion to approve the 11/13/2023 Classified Senate Meeting Minutes. M/S: I. Sukhu/C. Wood (14-0-0) C. Teleconference Waiver Form: No teleconference waiver requests were made at today's Classified Senate Meeting.
6.	Presentation: Institution-Set Standards Crab Feed 2024	A. Institution-Set Standards: Tatiana Pak and BethAnn Stone presented the Methods for Setting LMC Accrediting Commission for Community and Junior Colleges (ACCJC) Institution-Set Standards. This presentation was created by the Planning Committee Institution-Set Standards & Goal Setting Project Team. Tatiana explained that one of the goals of this subcommittee is to solicit the college input on how our ACCJC Institution-Set Standard should be established and reported. The ACCJC Institution-Set Standards are: <ul style="list-style-type: none"> • Successful Course Completion Rates • Degree Awards (AA/AS/AAT/AST) • Certificate Awards • Transfers to 4-year colleges BethAnn mentioned that Unduplicated Headcount appears on the presentation as an Institution-Set Standard, which is incorrect. Unduplicated Headcount is provided only for our information and the college does not need to set an Institution-Set Standard for this data. The Institution-Set Standards & Goal Setting Project Team is requesting feedback for the following methods: <ul style="list-style-type: none"> • How should we report the data? (as percentage or numbers) • How should we set the floor goals? ("floor goals": the minimum acceptable target) • How should we set the stretch goals? ("stretch goals": the aspirational target) BethAnn described the historical context for the Institution-Set Standards and their connection with ACCJC, Program Review, and LMC's annual and midterm accreditation reports. BethAnn explained that the floor goals were previously set as an average of the last five years' data, and the stretch goals were decided a long time ago to be 20% above our baseline. Tatiana and BethAnn's presentation included the data on the Institution-Set Standards from 2018/19 through 2022/23 and BethAnn pointed out the visual differences, which were commonly dramatic, in the graphs when measuring the data as either percentages or numbers. BethAnn added that we cannot report the data as both percentages and numbers; we have to choose one method. BethAnn clarified that the data is not disaggregated further into DI populations because ACCJC is not asking for this data. The presentation includes data on Black/African American Students for our information and because this population is the identified DI population in LMC's Student Equity Plan. The group discussed the data and the usefulness and appropriateness of each reporting type for reporting the data for each of the four Institution-Set Standards. Following the presentation, a link to a survey on how to set and measure Institution-Set Standards was provided, which can be found here . Tatiana and BethAnn asked Classified Professionals to review and provide feedback to bstone@losmedanos.edu by 11/28/23. For your reference, the "Classified Senate Midterm Report Feedback Fall 2023" document has been included as an attachment to BethAnn's 11/27/23 "REMINDER: ACTION REQUIRED..." CS meeting reminder email. Crab Feed 2024: BethAnn Stone shared updates to the Crab Feed Scholarship Fundraiser. Classified Senate has received approval to use the Student Union Conference Center for the event. BethAnn displayed the "Save the Date" flyer and recognized Lindsay Litowitz for her great work designing the flyer and the tickets. The Crab Feed is scheduled for Saturday, 3/9/24. Tickets have been printed and early-bird ticket sales begin on 12/5/23, for \$75 a ticket. Prices will be raised to \$85 on 2/1/24 and will be available day of the event. If you would like tickets to sell to friends and family, please email BethAnn with how many tickets you need. Payments are accepted by cash, check, or online through the LMC Foundation website. Please enter "Crab Feed" in the memo when submitting payment online through LMCF. The band Project 4, who performed at last February's Winter Gala, are performing again for this fundraiser. BethAnn will meet with Foundation Director Leetha Robertson regarding filing the alcohol sale permit. We also need more donations for alcohol and other refreshments and donations for opportunity drawings, so please reach out to potential donors in your communities. Grace Villegas has secured a donation of eight cases of beer from Markstein Sales, and Grace and Irene Sukhu have received a commitment of 10 or 12 cases of soda from Coca Cola. For more information on the Crab Feed and to download the flyer, please refer to

		BethAnn's 11/27/23 "REMINDER: ACTION REQUIRED..." CS meeting reminder email.
7.	Committee Input and Report Outs	<p>A. District Reports: DGC and CSCC have not met since the last Classified Senate meeting.</p> <p>B. Shared Governance Council: SGC has not met since the last Classified Senate meeting. Irene Sukhu shared that SGC's meeting has been rescheduled to Wednesday, 11/29/23, from 1:00 pm – 2:15 pm.</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.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee: Planning Committee has not met since the last Classified Senate meeting.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>G. IDEA: Myles Crain reported that IDEA met and reviewed their charges and worked on the NCORE application and rubric.</p> <p>H. Sustainability: Sheri Woltz reported that Sustainability met and they discussed Brown Act requirements and who would be the chairperson of the committee. The next meeting is scheduled for 1/24/24.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p> <p>J. EEO Committee: No EEO report out was available at today's Classified Senate Meeting.</p>
8.	Council Business	<p>A. CS Budget Update: Sheri Woltz shared that the Classified Budget has been loaded into Colleague and provided an update on the accounting and organization of the different Classified Senate GL accounts. Sheri expects to provide a detailed budget update in January 2024. As BethAnn had explained in our previous meeting, Classified Senate went over budget last semester and there was also a deposit from the gala last February that was never made, and these two amounts somewhat balance each other out. BethAnn would also like to propose to CS in January another bowling night or similar event for Classified Senate to organize for the spring.</p> <p>B. Scholarship Committee: BethAnn Stone shared that we have approximately \$950.00 in our scholarship account and our Crab Feed will be our big money maker to award scholarships in May. Sandra Mills explained that we need volunteers for the Scholarship Committee, who will review the rubric, read the applications, and submit the awardees to the Financial Aid Office in the spring semester. If you are interested in serving on the Classified Senate Scholarship Committee, please reach BethAnn. This committee will meet a few times next semester, with most of the work being performed independently.</p> <p>C. Elections Committee: BethAnn Stone explained that the Elections Committee will be organizing next spring's Classified Senate Council Member elections for terms ending in June 2024. The Vice President, Secretary, and the Council Member seats for Lawrence Punsalang and Irene Sukhu are up for election. Catt Wood's Council Member seat may be included in the spring elections even though it is up for election in Fall 2024. BethAnn remarked that serving on this committee is a great opportunity to learn about how the shared governance process works as far as elections and to gain an understanding of our bylaws. If you are interested in serving on the Classified Senate Scholarship Committee in the spring, please reach BethAnn. If you are interested in serving as a Classified Senate Council Member, please consider running for one of the seats that are opening for election.</p>
9.	Adjourn Meeting	Adjourn at 4:30 pm Action: M/S: S. Mills/S. Woltz (12-0-0)