

CLASSIFIED SENATE MINUTES
Monday, November 7, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

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

Attendees: Kathryn Anderson, Lisa Avery, Robert Delgado, Irma Gregory, Melina Rodriguez, Annica Soto

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Classified Professional Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm.</p> <p>Announcements: BethAnn Stone announced that the Classified Senate Winter Gala will be held on Saturday, December 3rd, 2022. Tickets are \$50.00 and are now on sale. Please purchase tickets ahead of time at the LMC Cashier's Office or online at this link. Proceeds will go towards the Classified Senate Student Scholarship Fund. When purchasing tickets online, enter "Other" for donation designation, and indicate in the textbox: "Classified Winter Gala Tickets". Tickets will be available for pick-up before and at the event with a valid form of identification. The event includes the musical stylings of Project 4, dinner, dancing, and an opportunity drawing. Please reach BethAnn if you have an item or items to donate for our opportunity drawing and keep in mind for our community partners that it would be tax write-off. For more information, please refer to BethAnn's 11/9/22 Classified Senate meeting summary email. BethAnn Stone announced that the CCCCS Fall 2022 Gathering of the Senates will take place on Thursday, November 10, 2022 from 1:00 – 4:00 pm. All Classified Professionals are invited to attend this free virtual gathering. CCCCCS is the California Community Colleges Classified Senate, which offers many opportunities to engage with Classified Professionals from around the State in conversations on campus climates, 9+1, and much more. The Gathering of the Senates is an excellent opportunity to learn more about shared governance and connect with our colleagues all over California. BethAnn highly encouraged Classified Professionals to attend and she shared the "4CS: Gathering of the Senates" email. This event email may also be found as an attachment to BethAnn's 11/3/22 Classified Senate meeting announcement email for your information.</p> <p>Public Comment: No public comments were made.</p> <p>Classified Professional Spotlight: The Classified Professional Spotlight was skipped this meeting since we did not receive a volunteer. 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.	Approval: A. Agenda of 11/7/22 B. Minutes of 10/24/22	<p>A. Agenda Action: Motion to approve the 11/7/2022 Classified Senate meeting agenda. M/S: I. Sukhu/C. Wood (12-0-0)</p> <p>B. Minutes Action: Motion to approve the 10/24/2022 Classified Senate Meeting Minutes, with one correction to revise the second line on the second page under the 'Announcements' item "...prioritize which recommendations the college may want to begin with." M/S: C. Wood/R. Turner (12-0-0)</p>
6.	Presentation: Abbreviations Game Connection with New Employees Bylaws Review & Revision	<p>A. Abbreviations Game: BethAnn Stone presented the Abbreviations Game activity. It was recently brought to BethAnn's attention that many LMC Classified Professionals, particularly those that are new to the campus community, are unfamiliar with the different abbreviations and acronyms that are commonly used during meetings. The Abbreviations Game is an activity for us to quiz ourselves and learn about these acronyms in a fun and entertaining way. BethAnn asked the group how many acronyms they wanted to identify, and they decided on twelve. BethAnn presented twelve acronyms and the first person to identify each one by typing its meaning in the chat received a point. The Classified Professional with the most points at the end of the game received a surprise</p>

gift. The twelve acronyms were:

1. SGC (Shared Governance Council)
2. SEM (Strategic Enrollment Management)
3. SEP (Student Equity Plan)
4. CSCC (Classified Senate Coordinating Council)
5. IDEA (Institutional Development for Equity and Access)
6. CCCCCO (California Community College Chancellor's Office)
7. ACCJC (Accrediting Commission for Community and Junior Colleges)
8. TLC (Teaching and Learning Council)
9. PDAC (Professional Development Advisory Committee)
10. VPI (Vice President of Instruction)
11. FSCC (Faculty Senates Coordinating Council)
12. IEPI (Institutional Effectiveness Partnership Initiative)

Annica Soto won the Abbreviations Game and received a \$25.00 Amazon gift card. Irene Sukhu placed second and Melina Rodriguez placed third. BethAnn thanked everyone for participating and mentioned that we will try to have a fun game for Classified Senate to play at least once a semester.

B. Connection with New Employees: BethAnn Stone explained that Abbey Duldulao, one of our representatives on Equal Employment Opportunity (EEO) Committee, had recently shared a topic of discussion at EEO. EEO talked about efforts to connect with new employees, whether they be Faculty or Classified, and they suggested that Classified Senate and the Nexus group get together for introductions and connections. Nexus is a mentorship and coaching program which pairs each new Faculty Employee with an existing tenured Faculty, and provides them with information on various LMC resources and processes such as professional development, course outlines of record, assessment, and United Faculty. The EEO Committee requested that we place this topic on our agenda for feedback and discussion. Since we are at capacity for activities for the remainder of this term, BethAnn thought that it would be a great idea that could be accomplished next semester, and she remarked that it could be a great opportunity to connect with our new Classified Employees and, in general, with each other. Catt Wood wondered if new Classified Employees would be incorporated into the existing Faculty Nexus group or if Classified would have their own separate group. Catt added that Classified Employees already attend various Nexus gatherings to teach new Faculty how to navigate the college, but Classified Employees have no such program themselves. They continued to share that Classified Senate has been trying, unsuccessfully, to obtain a list of new Classified Employees and connect to them in a similar way. BethAnn thought that new employees from a start date of 2021 should be included to capture new hires who were hired during the pandemic. Irma Gregory suggested that Classified Senate consider including existing employees, since no Classified Professionals have had access to Nexus programs as Faculty have. BethAnn explained that if Classified Senate decided to organize a program like this, it would include all Classified employees and could potentially be held at a movie theater or bowling alley. However, the context of EEO's discussion was regarding Nexus and for new employees. BethAnn will find out for the next Classified Senate meeting whether EEO is asking us to be a part of the Nexus event and extending it to include new Classified or if they are offering resources for us to develop something on our own. BethAnn is having preliminary conversations with LMCAS President Jeffrey Bui to schedule a future Classified Senate Meeting/LMCAS joint meeting, either in person or hi-flex, from 2:00 – 3:30 pm, that is open for any students to attend. This meeting would overlap with LMCAS's 1:00 – 3:00 pm meeting and Classified Senate's 3:00 – 4:30 pm meeting. So, the meeting overlaps with the LMCAS meeting by one hour, and the Classified Senate meeting by thirty minutes. BethAnn thought that this meeting schedule would encourage the most students to attend. The meeting would serve as a listening session to hear how students are feeling about recent events, the campus climate, and ways they can be supported, and they also would learn about the scope and goals of Classified Senate's activities. It would demonstrate to students that we, as Classified Professionals, stand by them and care about what they say. If is not possible to organize the meeting this semester, it could occur in Spring 2023, potentially early enough to take place on a day without using Classified Senate meeting time. The floor was opened to the group's questions and feedback, and conversation ensued about the relevance of hosting a student forum such as this using Classified Senate's meeting time, and perhaps putting it more on the student-centered platform and less on the Classified Senate platform. The group also discussed the event's focus and potential activities. Through an informal poll the group

		<p>agreed to limit the time commitment from our Classified Senate meeting to thirty minutes of overlap. BethAnn thanked the group for their feedback and involvement.</p> <p><u>Bylaws Review & Revision:</u> Due to time constraints, the group debated which item to table until the next Classified Senate meeting: Item 6.C. Bylaws Review & Revision or Item 7. Committee Input and Report Outs. Although the Bylaws Review & Revision was tabled at our previous meeting, it was again suggested to be tabled to allow for more time for our review and feedback. Motion to table item 6.C. Bylaws Review & Revision to the next CS meeting on November 21, 2022. M/S: C. Wood/R. Turner (12-0-0). The Classified Senate will discuss the incorporation of feedback and complete our second read and possible approval of the document at our 11/21/22 meeting. To view the bylaws revisions please refer to BethAnn's 11/9/22 Classified Senate meeting summary email.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that Classified Senate Coordinating Council (CSCC) met on 11/1/22 and discussed BP 18.04, which is the business procedure that outlines the budgets and procedures for using the budgets for or the Fund 11 for the Academic and Classified Senates. There are three main items in the procedure that CSCC would like to revise. One, to have the budgets consistent for all three colleges. Two, to have the Classified Senate budgets increased to mirror more closely what the Academic Senates have for their budgets, which is five to eight thousand more dollars. Three, to expand what we can use our budget for and create a list that is consistent for all the Business Offices of what it cannot be used for. HR Procedure 3200.12 is already included in our union contracts so they are looking at that procedure being removed from the HR procedures. CSCC discussed the recent social media events surrounding LMC and brainstormed strategies for support, such as having a counselor or psychologist available to students and Classified or having a racism and harassment hotline for people to call and receive support. BethAnn will be working with Buildings & Grounds Manager Michael Schenone to meet and check in with our night custodial staff since they are not usually able to attend Classified Senate meetings and participate in activities. She plans to bring them coffee and doughnuts and check in more regularly. DGC also met and there is a new student trustee from Contra Costa College, Kevin Ruano Hernandez, who is the new DGC Student Representative. The three Classified Senates approved the updated Student Equity Plan (SEP). DVC reported that their Classified Senate is working on better representation in their Senate to align with their increase in new hires. DVC is also looking at aligning the President's Exemplary Award process with that of the Classified Professional of the Year Award. The Academic Senates are discussing developing a common definition across the district for Zero-cost Textbooks. LMC Academic Senate wants material and supply costs for students' classes to be incorporated in Zero-cost Textbooks but other campuses have had differing opinions, so they are working to develop a common definition that everyone is aware of and understands across the District. It was noted at DGC that faculty feel overwhelmed by administrative work which they feel is taking away from their teaching and that they don't possess the knowledge of the data and analysis to properly address equity gaps, nor develop approaches to closing them. Potentially having campus officers or coaches to help with this was discussed. CCC Academic Senate did not meet, but they held a successful Faculty Mixer. DVC Academic Senate approved their SEP plan, provided feedback on the academic calendar, and endorsed the Spring 2023 reduced textbook costs. LMC Academic Senate passed the SEP plan and a resolution to align their calendar with the other two colleges' calendars. More transparency was requested for Box 2.A. and they hired an auditor to look at issues of institutional racism. There is no report-out from DVCAS or LMCAS, but CCCAS hosted a Día de Los Muertos event with a community altar, hot cocoa, and a movie. They also held a costume contest and are having listening sessions for students to discuss obstacles hindering their success. CCC is relaunching their EMT and CNA programs in spring and having a relaunch of their MESA program. They also announced the NASA scholarship program, the AAPI Student Union welcomed an AAPI Faculty Union, and they have re-established their Black Student Union and a young black male group. The Faculty Senates Coordinating Council (FSCC) hopes to collaborate with CSCC to address professional development needs and ways that they can support and reimburse Classified for conferences they attend because of their job. Chancellor Mojdeh Mehdizadeh's report included that AB 2627 was passed and it will allow for monies and resources for outreach to military veterans, emancipated foster youth, formerly incarcerated or justice-involved, and the unemployed or underemployed about the numerous opportunities to get the education they need to qualify for good paying jobs in the community. 4CD and the County will now begin working on a Memorandum of Understanding (MOU) to obtain directory information and work out the details in sharing the contact information with existing services and support. They will be also collaborating with the Superintendent of Costa Costa County Office of Education on enhancing connections with our K-12 (or K-16) and expanding dual enrollments and pathway partnerships. The</p>

		<p>Governing Board was in a study session so there is no report-out. Discontinuing the vaccine mandate for students beginning with spring enrollments is on the Governing Board agenda. There has been confusion about AB 2449, which appears to supersede or eradicate AB 361, the Assembly Bill regarding Brown Act and holding meetings virtually. After much discussion, it was explained that AB 2449 does not replace AB 361, but provides clarification. Governor Newsom is scheduled to lift the state of emergency order for California for COVID in February, and once that is lifted, then the virtual mandate, AB 361, will be lifted as well. However, BethAnn does not foresee that being the end of virtual Brown Act meetings and she will provide updates to Classified Senate when available.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC met and they approved the Teaching and Learning Committee's (TLC) 2022-2024 charges. Also approved was the rating form for the Resource Allocation Process. A budget committee has been developed to review the BRD per the rubric and offer recommendations based on the rubric and monies available this semester.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM reviewed the work plan template, participated in breakout rooms for each of the four buckets, and brainstormed how to achieve their goals.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee & ISLO Core Group: BethAnn Stone shared that Planning Committee reviewed the timeline and calendar for Comprehensive Program Review, accepted the EMP action plans report (which will now be forwarded to SGC for review and approval), and discussed the CCSSE (Community College Survey of Student Engagement) survey being administered in the spring. Dave Belman presented on a 2021-2022 high school graduates study, which BethAnn will bring to Classified Senate at our next meeting on 11/21/22.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</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, but the next meeting has been scheduled for 11/16/22.</p> <p>I. Professional Development Advisory Committee: Robert Delgado reported that PDAC discussed goals and proposals for the upcoming Flex week. Robert records minutes for PDAC and offered to also serve as Classified Senate representative on the committee. Approval and appointment of Robert as PDAC representative will appear as an item on the next CS meeting agenda.</p> <p>J. EEO Committee: Please refer to item 6.B. Connection with New Employees for this meeting's EEO updates.</p>
8.	Council Business	<p>A. Umoja Thanksgiving Basket Drive: BethAnn Stone explained that Classified Senate usually donates a basket to Umoja's annual Thanksgiving Basket Drive, and proposed that we discuss donating one basket this year in the amount of \$25.00. Motion to approve one (1) \$25.00 food basket from Fund 79 for Umoja's Thanksgiving Basket Drive. M/S: C. Wood/R. Turner (12-0-0)</p> <p>B. Fundraising Committee: BethAnn Stone repeated her brief update on the Classified Senate Winter Gala, which can be found in Item 2. Announcements of these minutes. If you would like to volunteer to help assemble decorations on Saturday, November 19, 2022 anytime from 8:00 - 3:00 pm, or set up and/or take down at the Gala, please reach BethAnn. If you have a potential donor from the community who has a business or a restaurant, we could also use more donations for opportunity drawings. It is an excellent way to advertise their business and they would be given a tax letter to write off any donations. The Classified Senate Winter Gala will be held on Saturday, December 3rd, 2022 from 5:30 to 10:00 pm.</p>
8.	Adjourn Meeting	Adjourn at 4:36 pm Action: M/S: R. Delgado/C. Wood (11-0-0)