

CLASSIFIED SENATE MINUTES
Monday, December 11, 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*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

Attendees: Nicholas Diaz-Galarza, Tatiana Pak, Lyssa Shabusheva, Annica Soto, 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 3:07 pm.</p> <p>Announcements: BethAnn Stone announced that President Pamela Ralston is continuing her “Classified Professionals and Conversations with the President” sessions this semester and next semester. An upcoming session takes place on Thursday, 12/14/24, from 3:30 - 4:30 pm in L-109. Please refer to Dr. Ralston’s 12/7/24 “Coffee, Classified Professionals, and Conversations with the President” email for a complete list of dates.</p> <p>BethAnn Stone announced that the Participatory Governance Survey is still open and closes on 1/21/24 at 11:59 pm. 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 link can be found here, and please refer to Dean Ryan Pedersen’s 1/19/24 “Last Chance Reminder...” email for more information.</p> <p>Public Comment: Catt Wood celebrated the work of all LMC Classified Professionals and congratulated them on reaching the end of the semester.</p> <p>Tatiana Pak expressed her appreciation for Eileen Valenzuela and the team who helped organize the fall toy drive, which collected 113 toys for the EOPS and CARE programs.</p> <p>BethAnn Stone reminded everyone to nominate Classified Professionals for “Who Got Caught Caring?”. Please submit your nominations for Classified Professionals that you caught caring here. Nominations will be received until Wednesday, 1/17/24, and please refer to Irene Sukhu’s 11/16/23 “[ACTION REQUESTED] Caring Campus...” email for more information.</p> <p>Caring Campus Spotlight: Catt Wood and the group celebrated Annica Soto for being present in the Brentwood Center meeting room, and for all that she does supporting and caring for students every day.</p> <p>Cesar Reyes nominated Sandra Mills for organizing this semester’s successful Study Slam and the group appreciated the important support that the Center for Academic Support provides to our students.</p>
5.	Approval: A. Agenda of 12/11/23 B. Minutes of 11/27/23 C. Teleconference Waiver Form	<p>A. Agenda Action: Motion to approve the 12/11/2023 CS meeting agenda with no revisions. M/S: C. Wood/S. Mills (12-0-0)</p> <p>B. Minutes Action: Motion to approve the 11/27/2023 Classified Senate Meeting Minutes. M/S: S. Mills/C. Wood (13-0-0)</p> <p>C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.</p>
6.	Presentation: Spring 2024 Elections & Bylaws SGC Resource Allocation Proposals	<p>A. Spring 2024 Elections & Bylaws: BethAnn Stone presented the Classified Senate Spring 2024 Elections and Bylaws updates. BethAnn explained that Cesar Reyes and Aaron Nakaji had assumed their respective roles as Classified Senate Vice President and Secretary in November of the year they began, so their terms should have ended this semester. However, we will hold elections for these positions in the spring, and Cesar and Aaron have agreed to move forward and carry their goals to the end of the spring term while elections continue. So, we have four Classified Senate Council positions that the Elections Committee will be organizing for spring’s Classified Senate Council elections. Vice President, Secretary, and the Council Member seats for Lawrence Punsalang and Irene Sukhu are up for election. Sandra Mills has agreed to lead the Elections Committee and we are recruiting</p>

		<p>members. Lisa Avery and T'Sendenia Gage have expressed interest in joining, and once more members are recruited, a first meeting may be scheduled sometime in January 2024. Sandra thought that the elections process this cycle should be relatively simple and she did not anticipate any issues. BethAnn proposed forming a small Bylaws Committee. The only section of our bylaws that we did not revise or update when we approved our bylaws last time was the Elections portion. We had opted to wait until we completed one cycle of elections with our revised elections process so that it can be documented in our bylaws. Most, if not all, of the business performed by the Bylaws Committee is expected to be completed virtually. Sandra Mills, Catt Wood, and Lyssa Shabusheva volunteered to serve on the Bylaws Committee. If you are interested in serving on the Elections Committee or Bylaws Committee, please reach BethAnn. If you are interested in serving as a Classified Senate Council Member, please consider running for one of the positions that are up for election.</p> <p>B. <u>SGC Resource Allocation Proposals:</u> Cesar Reyes updated the group on the SGC Resource Allocation Proposals. SGC had postponed voting on the SGC RAP Proposals until this past Wednesday, 12/6/24, when they voted to submit recommendations for funding to President Pamela Ralston. Cesar shared the Proposal Review Summary document, which was submitted to Dr. Ralston. It provides a detailed description of each of the submitted proposals and their recommendation for funding. SGC recommended \$440,693 in restricted Prop 20 lottery funds, \$236,919 in unrestricted RAP funds, and \$696,562 in other funding, and they worked to clean up proposals that were already submitted, already funded, or duplicates. The document includes the list of proposals which were not funded due to lack of funding or were for ongoing funding requests. Only one-time funding was available this Fall 2023 RAP cycle and the preceding cycle in Spring 2023. Cesar summarized the proposals which were recommended for funding and the group discussed their descriptions and the variety of needs they address. Some unfunded requests, such as a request for work tables and chairs for the Art Department, will be addressed as part of larger projects such as the Facilities Master Plan. The group discussed the consequences of reduced and inadequate student employee funding and other unmet ongoing funding requests across the campuses. Tatiana Pak asked if the FWS funding unavailability is temporary or permanent, and Catt Wood and Cesar responded that the Federal Government allocation was decreased from previous years' funds and next year's allocation is yet to be determined. Cesar advised each department with unfunded requests to check the Budget Request Database (BRD), which is available online, for aging requests and to keep requests current. Unfunded requests remain in the Budget Request Database (BRD) for a couple of years. Requests may be resubmitted as a duplicate, but if they appear in the BRD they will continue to be reviewed for funding. BethAnn thanked Cesar for his presentation and the SGC committee for their work, and Cesar thanked the group for their feedback and for sharing their specific challenges. For more information on the Fall 2023 RAP outcomes, please refer to Dr. Ralston's "Fall 2023 Resource Allocation Process Outcomes" email, which was sent on 1/17/24.</p>
7.	Committee Input and Report Outs	<p>A. <u>District Reports:</u> BethAnn Stone reported that DGC met last week and LMC Academic Senate (AS) had discussed two or more ethnic group categories in CCCApply, they passed an Automotive Body Work certificate, and Paula Gunder was elected as the new AS Vice President. DVC faculty restructured digital equity in their DE committee and they heard from their AB 1705 coordinator about the impact of their new math course. Contra Costa College AS reviewed their new organizational chart and they discussed their professional development structure. No CCC Classified Senate (CS) report was available. DVC CS is currently working on recruiting members and their discussions have recently centered around feedback and input from the conversations with Chancellor Mojdeh Mehdizadeh that were held at each of the campuses. Chancellor Mehdizadeh extended her gratitude to Mark Lewis for his last DGC meeting, and DGC also discussed the District-wide DGC survey, which they are hoping to send out in early spring. Chancellor Mehdizadeh will be announcing the recruitment of the Vice Chancellor of Education and Technology and will be reaching out to the District Shared Governance Councils to seek committee membership for that recruitment process. The December Governing Board meeting is also the kickoff for the 75th District Office anniversary. Tim Leong and staff are working on making District more visible as an education space. DGC also reviewed Student Services Procedure 3011, Board Policy 3012, and Business Procedures 9.09 and 9.24. Business Procedures 9.22 and 9.24, which relate to reimbursement for meals for students and employees, were also updated. CSCC had a discussion with the Chancellor regarding the lack of documentation about Joblinks. In the spring,</p>

		<p>BethAnn will be working with CSCC and Chancellor Mehdizadeh to develop a procedure for Joblinks. The next Joblinks is tentatively scheduled earlier in the year, on 5/23/24. Chancellor Mehdizadeh is working to bring back the 4CD Leadership institute.</p> <p>B. Shared Governance Council: Cesar Reyes reported that SGC held a meeting to vote on the RAP Proposal funding recommendations to President Pamela Ralston. For more information, please refer to Item 6.B. of these Classified Senate meeting minutes.</p> <p>C. Strategic Enrollment Management: Irene Suhku reported that SEM met and they spent most of their time reviewing Guided Pathways. They brainstormed the job descriptions, including the role of the Instructional Dean, the Student Ambassador, and the Faculty Mentor, but they did not have time to review the Counselor role. Dean Ryan Pederson provided an update on the Strategic Scheduling Work Group. Since there are a lot of changes and new information about Guided Pathways, Irene encouraged Classified Professionals to attend the SEM subcommittee meeting to have their questions answered. Irene and the group congratulated Nicholas Diaz-Galarza on his new role at LMC as Program Coordinator (Success Coach).</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 had productive discussions with each of their three project teams. There was also some discussion about the pause in Program Review. The DVC and CC senates have approved a pause in their Program Review until fall of 2025. Likewise, our Program Review project team is devising a draft proposal that Classified Senate will see at our next meeting, on 1/29/24, for the potential approval for a pause. 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.</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> <p>J. EEO Committee: No EEO report out was available at today's Classified Senate Meeting.</p>
8.	Council Business	<p>A. Crab Feed 2024 Updates: BethAnn Stone shared updates to the Crab Feed Scholarship Fundraiser. Tickets are on sale and early-bird tickets are \$75 each until 2/1/24, after which they are raised to \$85. We also need 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. Classified Senate has received approval to use the Student Union Conference Center for the event. The band Project 4, who performed at last February's Winter Gala, are performing again for this fundraiser. 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 put in the notes "Crab Feed" when submitting payment online through LMCF. For more information on the Crab Feed and to download the flyer, please refer to BethAnn's 1/17/24 "LMC Classified Senate Scholarship Crab Feed..." early bird ticket announcement email.</p> <p>B. Scholarship Committee: BethAnn Stone 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. Cesar Reyes volunteered to serve on the Scholarship Committee, and Catt Wood suggested Teresa Ferguson as a potential member. 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>
9.	Adjourn Meeting	Adjourn at 4:32 pm Action: M/S: S. Mills/C. Wood (11-0-0)