

CLASSIFIED SENATE MINUTES
Monday, February 13, 2023 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

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

Attendees: Robert Delgado, Irma Gregory, Melina Rodriguez, Mika Sugahara, Denise Uribe

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Classified Professional Spotlight	Welcome: Catt Wood welcomed the group at 3:05 pm. Announcements: Catt Wood announced that BethAnn Stone is unable to attend this week’s Classified Senate meeting. Catt facilitated the meeting in her place. Sandra Mills announced that the Classified Senate Winter Gala is continuing as scheduled for Saturday, 2/25/23. Catt Wood encouraged all Classified Professionals to purchase tickets and support our student scholarship fundraising, which are available at either the Cashier’s window or online. Lawrence Punsalang requested a couple more volunteers to staff the drink table for two timeslots, from 7:30 to 8:30 pm and from 8:30 to 9:15 pm. The Sharepoint link for the <u>volunteer schedule is here</u> . For more information, please refer to BethAnn’s 2/16/23 “LMC Classified Senate Scholarship A Night in Winter Wonderland...” email. Public Comment: No public comments were made. 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 Stone.
5.	Approval: A. Agenda of 2/13/23 B. Minutes of 1/30/23	A. Agenda Action: Motion to approve the 2/13/2023 Classified Senate meeting agenda. M/S: I. Sukhu/ S. Mills (11-0-0) B. Minutes Action: Motion to approve the 1/30/2023 Classified Senate Meeting Minutes. I. Sukhu/G. Villegas (9-0-2; Robert Delgado and Sandra Mills abstained)
6.	Presentation: CS Goal #2: Objectives & Activities Classified Leadership Institute	A. CS Goal #2: Objectives & Activities: Catt Wood explained that at our previous meeting, Classified Senate voted to select Goal #2 as a goal to focus on this semester, so this week’s item is dedicated to brainstorming ideas for activities we may organize this semester to further this goal and its objectives. <ul style="list-style-type: none"> Goal #2 - Develop strategies to create a culture of communication between Classified Senate, Classified Professionals, and within our LMC Community. Irene Sukhu remarked that the Caring Campus Newsletter could satisfy Objective 2.1, and Catt agreed. Catt considered Objective 2.2, which is to develop an annual Classified Welcome Day, but wondered whether Welcome Week is too busy of a time for us to hold this activity. Sandra Mills commented that we would run into the same issue if we were to schedule it during Flex Week. Cesar Reyes offered scheduling it the week before Flex Week, which was considered by the group. Catt thought that having a potluck for this Welcome Day would be well received, and Irene Sukhu added that having it as a multicultural potluck could fulfill objectives from Goal #1. Shirts, baskets, food, or other items may be procured by Classified Senate and gifted to attendees. A possible day for a potluck is Administrative Professionals' Day, which is on Wednesday, 4/26/23. Grace Villegas mentioned that last year management organized an Employee Appreciation Day for faculty and staff with food trucks and activity booths at the Student Union. This may be scheduled again for around the same time, so Classified Senate should check with them to ensure that our events don’t overlap. Grace recommended to Cesar to contact VPI Natalie Hannum regarding these plans. Catt thought that a day to celebrate Classified only would be nice and could

		<p>potentially happen in the summer, before faculty return. The group continued to discuss dates as candidates for a potluck this semester. Spring break was brought up, and although some Classified Professionals would not be around that week, Catt thought it would be a good opportunity to get out of the office for those that are on campus, and that there would be other opportunities for people to attend similar events if CS organizes more than one. Robert Delgado commented that bowling was a fun past activity, and others agreed. Robert and Nicole Almassey had booked the party room which required a reimbursable deposit to be put down in advance, but otherwise the process was simple. Robert thought that within a week a bowling night could be organized for a Thursday or Friday, and offered to take the lead on it if it were planned. The group continued to brainstorm ideas to further Objectives 2.3 and 2.4. Catt talked about Classified Nexus and also that the Classified Senate Winter Gala should fulfill Objective 2.4. Irma suggested having a tradition of inviting and asking Classified Professionals, especially new employees, to introduce themselves for the Classified Professional Spotlight activity. A discussion ensued about BethAnn Stone's struggles obtaining from Business Services a list of new LMC Classified Professionals each semester. Catt Wood thought that we could use the District Newsletter as a resource instead to identify and approach the new employees that it announces with literature, gift baskets, and/or name tags. Many in the group offered to wear hats as part of the "welcome wagon". Denise Uribe offered that she can likely access the list of new Classified Professionals each month, and Cesar replied that he and BethAnn will follow up with her about it. The LMC Classified Senate 2021-2024 Goals & Objectives document can be found at the LMC Classified Senate website or can be viewed and/or downloaded by clicking here.</p> <p>B. Classified Leadership Institute: Catt Wood presented the Classified Leadership Institute (CLI) event, scheduled for June 7th to 9th, 2023 at the Visalia Convention Center in Visalia, CA. BethAnn Stone explained through email that "The Classified Senate will receive an update on our current balance and determine the number of permanent Classified Professionals we are able to send this year. I will also be looking into applying for a mini-grant to hopefully receive additional funds to send more participants." Catt thought that Classified Senate is currently able to send three people to the conference and another three if our grant application is approved. Catt, Irene Sukhu, and Grace Villegas each recommended that LMC Classified Professionals attend and they mentioned the excellent workshops, spirit activities, and mini-panels from past CLIs. In particular, Grace thought that having the opportunity to meet your counterparts from other colleges was a rewarding experience. Early bird registration originally closed on 2/15/23 but has been extended to 2/28/23. Registration ends on 5/26/23 or when space fills. To view the event flyer, please refer to BethAnn's 2/9/23 Classified Senate Meeting announcement email, and please reach BethAnn if you are interested in attending CLI in June.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone indicated that she would provide the District reports by email at a later date.</p> <p>B. Shared Governance Council: BethAnn Stone indicated that she will provide the SGC report by email at a later date.</p> <p>C. Strategic Enrollment Management: Irene Sukhu reported that SEM met on 2/7/23 and they were presented a SEM 2.0 update from Dean Dennis Franco, VPSS Tanisha Maxwell, and Lawrence Punsalang. The outcomes from this section were the approval of the new Success Team model and their responsibilities. Eloine Chapman reviewed the marketing she had previously introduced, including the graphics and wireframe templates for the Guided Pathways website. There was a discussion about how the information would best be organized, in particular how course sequencing would appear on the site. The meeting ended with a Student Equity & Achievement (SEA) budget update from Tanisha. Sandra Mills asserted that Local 1 should be involved in any approval of a job description for the Success Coach position, and Grace Villegas remarked that she thought the position was for reassigned time for Faculty, and that it wouldn't be a Classified position. Irene replied that there were multiple roles being created for the Success Team model, which could include both Faculty and Classified positions.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee & ISLO Core Group: Cesar Reyes reported that Planning Committee voted to extend the deadline for Program Review, originally 2/14/23, to the end of the month. Trainings will be available to help programs to complete them in time.</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 and next meets on 2/16/23.</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting and next meets on 2/15/23.</p> <p>I. Professional Development Advisory Committee: Robert Delgado reported that at PDAC's last meeting, in</p>

		<p>December, they discussed the possibility of releasing an email every one or two months to announce the different opportunities that are available for professional development. Robert shared that there are a few grants which PDAC oversees and approves, for example, up to \$1,500 for conference funding if there is no regular funding source available. This funding can be requested on the PDAC website along with the PDAC mini-grant application. So, PDAC has been brainstorming ways to get the word out that these funding opportunities are available. Robert also notified the group that Classified Senate needs to assign a new representative to the committee to join him and Courtney Diputado. Justin Nogarr has a conflict with his work at DVC and can no longer continue. If you are interested in serving as CS Representative to PDAC, please contact BethAnn Stone. PDAC next meets on 2/23/23.</p> <p>J. EEO Committee: EEO has not met since the last Classified Senate meeting and next meets on 2/14/23. Irma Gregory shared her report from the District Equal Employment Opportunity Advisory Committee (DEEOAC). The committee was updated on the Associate Vice Chancellor, Chief Human Resources hiring and their approval of the candidate. Since they did not finalize their goals last year, the committee will next be discussing its goals for the semester. Please reach Irma if you have any input to provide regarding these potential goals.</p>
8.	Council Business	<p>A. CS Representation on SG Committees: Catt Wood summarized that at our last meeting the group began a discussion about whether or not potential CS Representatives should be required to attend Classified Senate meetings before they are appointed to shared governance committees. CS has not had these requirements historically, and the group continued to discuss the advantages and drawbacks of creating this change. Sandra Mills remarked that a change such as this would require an update to the Bylaws. Sandra pointed out that most of our committees have CS Representatives who are not usually in attendance. If we to require regular CS meeting attendance from all of our committee representatives, our representation on committees could be negatively impacted. If committee representation were to decrease due to a new policy requiring attendance, Sandra didn't think that there are enough Classified Professionals who do regularly attend meetings to fill the vacancies. Catt remarked that, after 6 years, they have observed how difficult it can be for people who would like to regularly attend meetings, to do so. Also, with in-person meeting requirements returning next month, Catt expressed concern about participation were we to require attendance. Irma Gregory agreed that allowing flexibility in attendance helps build relationships between Classified Senate and Classified employees, but questioned the message that can come across if committee representatives never need to report back to the group at meetings, and if it discourages meeting participation. Robert Delgado commented that sometimes he simply forgets there is a meeting that day, and suggested sending to all Classified Professionals an Outlook invitation for all CS meeting occurrences, which would enter it into their calendars, to help them remember. The CS council members already receive these invitations and both Lawrence Punsalang and Denise Uribe agreed with Robert that it may boost participation were they to go out to all Classified. Irma wondered how committee representatives would understand how to represent Classified Senate without interacting with the larger group, and Catt responded that they thought Classified Senate could be represented based on their individual perspectives and observations as Classified employees. Catt opined that ideally our representatives would be attuned to Classified Senate's discussions and actions, but in the absence of this, having Classified voices on each committee is still important and valuable. Catt further indicated they are against putting restrictions on committee representation if it would lead to more vacancies. Catt suggested that we encourage committee representatives to visit Classified Senate and briefly introduce themselves, similarly to how we spotlight Classified Professionals each meeting. Cesar Reyes agreed, and thought that this could be accomplished through a short email from CS leadership to committee representatives before each meeting, inviting them and providing the meeting agenda and draft minutes. With no motion put forward, discussion pivoted to the appointment of Denise Uribe as CS Representative to the EEO Committee. Denise introduced herself to the group and talked about her willingness to serve on EEO. Denise joined LMC recently, coming from Southern California and after earning her master's degree in human resources. Denise is seeking additional certificates, diversity being one of them, which is a reason they are interested in joining EEO. Another reason is that Denise wants to learn more about the different areas of the college and their organization, and intertwine more with LMC. Mika Sugahara nominated Denise and through an informal vote, the Classified Senate accepted Denise Uribe for appointment to the EEO Committee as a Classified Senate Representative. The group welcomed and thanked Denise.</p>

		<p>B. Fundraising Committee: Sandra Mills shared that the Fundraising Committee met earlier in the day and were updated on the number of tickets sold. The members discussed expenses and decided to continue with the event even though the amount it may raise will be less than from our other recent fundraising efforts. Catt Wood added that we will keep selling tickets as long as we can, and alcohol and raffle ticket sales will contribute to the funds raised. Sandra remarked that tickets should be purchased online since people have experienced issues purchasing from the Cashier's office. For more information, please refer to BethAnn's 2/16/23 "LMC Classified Senate Scholarship A Night in Winter Wonderland..." email.</p>
9.	Adjourn Meeting	Adjourn at 4:26 pm Action: M/S: S. Mills/C. Reyes (11-0-0)

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