

**CLASSIFIED SENATE MINUTES**  
**Monday, February 27, 2023 3:00 – 4:30 pm**  
[ZOOM](#)

**Members Present:**

**Council:** BethAnn Stone – *President*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*, Grace Villegas – *Council Member*

**Attendees:** Kathryn Anderson, Robert Delgado, Irma Gregory, Gretchen Medal, Andrew Murphy, Mika Sugahara, Sheri Woltz

**Guest:** Natalie Hannum and Juliet Casey-Geary

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 provided an update on Classified Senate’s successful “A Night in Winter Wonderland” Gala, which took place on Saturday, 2/25/23. Although we won’t know what the ticket proceeds are until the caterer is paid, we raised over \$2,000 for student scholarships from the opportunity drawing and drink sales. BethAnn was very pleased about this result and extended her deepest appreciation and gratitude to the Fundraising Committee and to those who helped to set up, staff, and tear down the event. Many attendees had shared with BethAnn how much they enjoyed the band, decorations, and food.</p> <p><b>Public Comment:</b> No public comments were made.</p> <p><b>Classified Professional Spotlight:</b> Kathryn Anderson volunteered to share about Aaron Nakaji for this week’s Classified Professional Spotlight. Aaron grew up in Antioch and moved to Utah, where he lived for ten years. He worked in Salt Lake City in music as a DJ and event promoter and also in hotel management and designer concrete. Aaron eventually moved back to the Bay Area and completed the Recording Arts program at LMC. Afterwards, he transferred to CSU, Chico to obtain a B.A. in Music Technology. He is in his sixth year as Music Coordinator at LMC and five of his immediate family have either attended or worked at LMC. In his spare time Aaron gives lessons on music software and he enjoys camping and hiking. He is currently working to set up his car like a mini camper. 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> <b>A. Agenda of 2/27/23</b>  <b>B. Minutes of 2/13/23</b>	<p><b>A. Agenda Action:</b> <b>Motion</b> to approve the 2/27/2023 Classified Senate meeting agenda. <b>M/S:</b> S. Mills/I. Sukhu (13-0-0)</p> <p><b>B. Minutes Action:</b> <b>Motion</b> to approve the 2/13/2023 Classified Senate Meeting Minutes, with one amendment to item 6A revise “fulfil” to “fulfill”. <b>M/S:</b> C. Wood/S. Mills (12-0-1; B. Stone abstained)</p>
6.	<b>Presentation:</b> Online Catalog  College, District & State Updates  Classified Professionals Appreciation Day	<p><b>A. Online Catalog:</b> Natalie Hannum, Vice President of Instruction and Juliet Casey-Geary, Director of Marketing &amp; Media Design presented an update on the eLumen online catalog project. For years, LMC has produced a paper catalog which is replicated on our website as a flip-book PDF. What has been proposed is converting our catalog into an electronic document, which would allow us to make real-time updates as they are happening. It would link all of our curricular work around course outlines of record, descriptions, units, etc., and we would be able to electronically and simultaneously update our catalog after it passes our Curriculum Committee and Board. One of the samples for this has been <a href="#">Lake Tahoe Community College’s catalog</a>, which Natalie screenshared. Instead of it being a flip-book catalog like ours, the electronic catalog uses a navigation bar on the left side and expandable menus for users to navigate electronically through the catalog. Something that Natalie really likes about the electronic version is that content can be interactive and automatically linked out to other parts of the website where there are specific forms and pages. Our existing catalog is a static catalog, which we are hearing students are not really accessing as a resource. The rationale for going in the direction of an online catalog is efficiency, tying in all</p>

of the curricular process, reduction in print costs, accuracy, and the ability to change it dynamically. Juliet commented that emphasizing accessibility is a priority of hers and what we have now online does not really meet all of the thresholds for being accessible online. Another area of emphasis will be having functionality in this new online format that can still facilitate some printing capacity. Juliet agreed with Natalie that the flip-book format sets us up for some vulnerabilities pertaining to the timeliness and accuracy of what's in front of the students and remarked that having the best product presented as a catalog provides a good brand experience for our students and community partners. Irma Gregory asked if the example catalog was searchable, and Natalie confirmed that it was. Irma also asked if the electronic catalog would have the same features as our current web pages to accommodate our DSPS students. Natalie replied that it would, and that part of the project is to work with the individual units when we start migrating over to ensure that each are well represented. Natalie added that another benefit of going to an electronic catalog will be the opportunity for a "catalog audit" through this wholesale change with so many people looking at the catalog. Cesar Reyes asked if Faculty would be submitting course updates to eLumen for approval by the Department Chairs. Natalie responded that scheduling is a separate document from a catalog document, but once we develop an upload schedule, and the upload schedule to the catalog is based on catalog rights, it would electronically make all the changes to the catalog simultaneously once we press the button on the eLumen side to do so. Right now it is a manual process, so the courses are in eLumen, but we're still having to manually harvest them to update the catalog. Grace Villegas clarified that the electronic catalog being presented is not a course scheduling tool and does not dictate the schedule. Sandra Mills inquired further about catalog rights and whether changes to the electronic catalog would affect them. Natalie replied that for catalog rights there is a set date for updating the electronic catalog with all of the updates for that academic year. BethAnn thanked Natalie and Juliet for their presentation. Please let BethAnn know if you have any feedback or questions pertaining to the online catalog system for LMC.

- B. College, District & State Updates:** BethAnn Stone presented a number of Classified Senate LMC, District, and State updates. BethAnn shared and reviewed the Brown Act Teleconferencing (AB 2449) Waiver document. This form would be used for voting members of Brown Act committees on our campus that are unable to attend in-person due to either just cause or an emergency reason. Claiming just cause can be used as a reason in the waiver two times in a calendar year and not for consecutive meetings, while claiming an emergency reason has no limit. This electronic form will be available on the CS website and BethAnn will include it in her communications to Council Members. Attending Classified Senate meetings through Zoom remains an option each meeting for other Classified Professionals. If you are a Council Member at the Brentwood Campus, Lawrence Punsalang has reserved the large conference room, BRT-125, for an in-person meeting location. Your Classified Senate Representatives on the LMC President search are Lawrence and BethAnn. Chancellor Mojdeh Mehdizadeh attended SGC and they reviewed the "LMC President Search Ideal Characteristics", and BethAnn shared the document and summarized it for the group. It consists of twelve ideal characteristics and their descriptions and at SGC the Faculty Representatives didn't think there was enough inclusion of curriculum, instruction, pedagogy in the list of characteristics. Gretchen Medal suggested "Student Centered" as a characteristic to consider adding. Please look out for communications from BethAnn on when forums are scheduled. BethAnn announced that due to scheduling conflicts she will not be able to continue as Classified Senate Representative on SGC and SEM. BethAnn will continue to attend SGC virtually when she can as a non-voting member. Classified Senate is seeking representation to replace BethAnn on both SGC and SEM and please contact BethAnn if you are interested in serving on either of these committees. For more information on these opportunities to represent Classified Senate and participate in Shared Governance, please refer to BethAnn's 3/6/23 Classified Senate meeting summary email. DVC will host JobLinks 2023 on Thursday, 6/1/23. When it comes to academic and professional matters, Academic Senate has 10+1, most of which is related to Faculty purview, participation, communication, interest, involvement, and approval of items in academia such as accreditation, curriculum, program review, pedagogy, etcetera. Classified Senate has long held the strong feeling that we also need to be involved in, participate, and be a part of the approval of items as they pertain to professional matters and matters of some instruction. Some of the State community colleges have passed their own internal 9+1, but developing a 9+1 for the Classified Senates at the State level has been in the works for a long time. Chancellor Mehdizadeh has been strongly in favor of it and the California Community Colleges Classified Senate (4CS) has now successfully passed and approved their 9+1. 4CS will now be starting work with District on developing 9+1 and making it a District policy or procedure. 4CS is hosting their

		<p>annual Classified Leadership Institute (CLI) at the Visalia Convention Center on June 7-9, 2023. This year, the theme is “Growing, Gathering and Transforming”. Classified Leadership Institute is an excellent opportunity if you would like to know more about shared governance at the State level and at other community colleges. BethAnn shared about some of the workshops and presentations she attended at past events, which included topics such as organizing a leadership academy, software systems like Excel, and how to present a perfect project. Classified Senate would like to send at least four representatives from LMC to attend, so if you are interested, please discuss it with your Manager and email BethAnn for more information. The event announcement email and the link to the CLI webpage are included with BethAnn’s 3/6/23 Classified Senate meeting summary email. BethAnn also plugged the upcoming 4CS Gathering of the Senates, which is scheduled for Friday, 3/3/23 at Chabot College in Hayward, CA. There is a \$35 registration fee and BethAnn was curious if the fee is still charged for those attending through Zoom rather than in-person. For more information on the Spring Gathering of the Senates, please refer to BethAnn’s 2/2/23 Classified Senate meeting summary email.</p> <p>C. <b>Classified Professionals Appreciation Day:</b> BethAnn Stone presented Classified Senate’s recent plans for having a Classified Professionals Appreciation Day and asked those who were present at the last Classified Senate meeting for additional context and further discussion as to what ideas we would like to move forward with. BethAnn supported the idea of scheduling it on or around Administrative Professionals Day on 4/26/23. Catt Wood pointed out that the possibility of a bowling night on a Friday received support, and that Robert Delgado had mentioned that it was not too difficult to organize. Catt continued to describe the concern that if Management also plans some sort of Employee Appreciation Day for around that time in April, we may want to target another week for bowling. Instead, we could have another activity that week during the day. There were also concerns raised about scheduling activities during Spring Break and how that can affect our Classified Professionals’ availability and participation. Sandra Mills remarked that an evening activity such as bowling allows a lot of us to really relax and get away from work, since most of us wouldn’t be returning to our work afterwards. The group’s consensus was to move forward with organizing a bowling night. BethAnn thought that the next steps were to create a flyer and agree to a date at our 3/13/23 meeting. Robert shared that he reached out to the Pittsburg bowling alley to inquire about pricing and it is very affordable during the weekdays, at \$4.50/game. So, if 15 people attended, playing three games each, the cost for the bowling games would be about \$200. Robert will forward to BethAnn any information he can think of that is available from planning the previous bowling night. BethAnn presented the question of whether families would be welcome, and Robert remembered that last time it was for employees only. Sandra questioned how it would work financially if families are invited and if their games would also be paid for. Considering this, BethAnn supported the idea to continue as employees only for bowling night. The group discussed Thursdays versus Fridays, and Robert recalled that last time it was a different price for having it on a Friday. Grace Villegas thought Thursday would be a better day since many employees are working remote on Fridays.</p>
7.	<b>Committee Input and Report Outs</b>	<p>A. <b>District Reports:</b> BethAnn Stone reported that the Budget Forum from District will be at LMC on Monday, 4/17/23 from 4:00-5:00 pm. At Classified Senate Coordinating Council (CSCC) there was discussion about updates to recent policies and procedures pertaining to updating “In progress” status for student grades. BP 5033 and Business Procedures 1801 and 1802, and Curriculum &amp; Instruction Procedure: Standards of Scholarship were all updated and approved to align with the updated legislation of Title V. DGC submitted a proposal for an Employee Wellness task force and they were asked to come back and provide a little bit more context on the membership and the collaboration. Other feedback to DGC included that they should collaborate with District research on cultivating data, the timing of the survey, ensuring the framing of the questions, and what kind of scale they use for the questions. CSCC will be holding a retreat on 3/23/23 from 9:00-3:00 pm at the District Office. Classified Professional of the Year nominations are open and the timeline for the turnaround and nominations has always been frustratingly quick. CSCC discussed for the next nomination period creating a process that can be used within the District to expedite the selection, since they have not been getting the information from the State on schedule. DVC has something called the President’s Exemplary Award where the recipient receives the award at their college and then that person becomes DVC’s candidate to forward on to the District for consideration for Classified Professional of the Year. BethAnn will be working with Jeniffer Monroy at DVC on their process and their form, and to see if that's something we can do at LMC. For more information on the Classified Employee of the Year nominations, please refer to BethAnn’s 2/27/23 award nomination announcement email. DGC met and they reviewed the State budget process and timeline. On 1/10/23 the Governor released the 2023-24 State budget which reflects a decrease</p>

		<p>of 22.5 billion dollars. Budget forums will occur in April. Governing Board will have their budget study session on 4/12/23. District received 10.4 million dollars in one-time funding and requested and received approval from the Chancellor's Office for exemptions to the 50% law. DGC reviewed Curriculum &amp; Instruction Procedure 4001 which pertains to the IP grade not being the final grade, and it was updated to reflect changes to Title V. Also, military withdrawals will not be counted as enrollment attempts. In DGC's Employee Wellness task force proposal, each Senate would approve representatives to members from each constituency to serve on the task force. A survey would then be developed by the task force and sent out to all groups. There was a request to increase it to three members from every constituency at each college and giving bargaining units a heads up on the survey in an effort to include members from bargaining units.</p> <p><b>B. Shared Governance Council:</b> BethAnn Stone reported that SGC met and they reviewed the "LMC President Search Ideal Characteristics", which is also described in Item 6B of these minutes. BethAnn clarified that questions are often developed from these ideal characteristics, but they are not specifically included in the application process for candidates. The budget is approximately 93% in salary and benefits and SGC noted they will have more of an idea of what other monies we're looking at, as far as resource allocation, once this is completed and loaded. The Budget Request Database timeline was reviewed and on 3/1/23 a communication will go out from VPB&amp;AS Carlos Montoya opening up the RAP for spring. Requests for this RAP timeframe are due on Friday, 3/31/23, but BethAnn pointed out that requests may be submitted throughout the year. The priorities this year are health and safety, and alignment with the college's EMP goals. Our one-time HEERF funding which we have been using for the last few years has finally been spent down. We still have instructional support funding available (\$300,000) and some restricted Prop 20 lottery funds (\$197,000) as a carry-over balance from previous years. The Prop 20 funds have some limitations but can be used for instructional materials, technology, housing vouchers, and food vouchers for students. SGC reviewed the RAP rating rubric and are determining the priorities. There was also discussion of updating the rating rubric and the request form to include alignment and inclusion of resource allocation in your Program Review. It has always been trained and communicated that the department goal that your resource allocation request aligns with should be included your program review. Then, they see in your Program Review that the need has been demonstrated to support your request. SGC also needs a Classified Senate representative to serve on the RAP subgroup and they discussed the teleconference waiver.</p> <p><b>C. Strategic Enrollment Management:</b> SEM has not met since the last Classified Senate meeting.</p> <p><b>D. Safety Committee:</b> Sandra Mills reported that Safety Committee met and discussed the Safety Monitor plan. One concern they raised is that they have members who are Safety Monitors who are no longer on campus and cannot support evacuations. The committee looked at their membership and they currently seem to not have much Faculty membership. The campus safety app was also discussed.</p> <p><b>E. Planning Committee:</b> Planning Committee has not met since the last Classified Senate meeting and next meets on 3/2/23.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate meeting. BethAnn Stone voiced her concerns at SGC that TAG may be disbanding without implementation of their work or goals, nor any responsible parties assigned to it. BethAnn's SGC Faculty counterparts felt that TAG should continue as well and there needs to be a technology committee group of some sort to oversee the implementation of the plan and address technology-related concerns or issues.</p> <p><b>G. IDEA:</b> Catt Wood reported that IDEA met and received a great report out from last May's NCORE conference. One of the attendees reported on the amazing panels they had attended and IDEA expects to plan future activities and actions from these panels. Unfortunately, this year's NCORE is being held in New Orleans, which is subject to California's ban on state-funded and state-sponsored travel. IDEA reviewed a couple of mini-grant applications and in discussing them realized that since they changed from the SEP to the SEA, they haven't really aligned goals with their application and what is needed to qualify for mini-grants. A subcommittee needs to be formed to update the application and ensure that everything is aligned. BethAnn asked when the mini-grant application deadline is, and Catt answered that it is supposed to be 3/6/23, which is IDEA's last meeting of the academic year.</p> <p><b>H. Sustainability:</b> Sheri Woltz attended the last Sustainability meeting where she was asked to become a member, since she will soon be a permanent Classified Professional employee at LMC. BethAnn Stone and the group congratulated Sheri on gaining permanent status. BethAnn requested a motion to formally approve Sheri as Classified Senate Representative to the Sustainability Committee. <b>Motion</b> to approve the appointment of Sheri Woltz to the Sustainability Committee. <b>M/S:</b> G. Villegas/I. Sukhu (13-0-0). Sustainability talked about food waste,</p>
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8.	Council Business	<p><b>A. Graduation Name Readers Selection:</b> BethAnn Stone summarized that our current process is to reach out to and select two recent LMC Classified Professional retirees as Graduation Name Readers. Please let BethAnn know of any recent retirees who you think would enjoy participating that you would like to nominate as readers. There were a few retirees BethAnn reached out to for last graduation that weren't able to participate, so we may reach out to them again to see if they would like to this year. Dean of Student Success Dave Belman has said that he will need the names of the readers in March around the time of our 3/13/23 Classified Senate meeting, so at that meeting BethAnn can bring forth to Classified Senate the potential readers she contacted.</p> <p><b>B. Elections Committee:</b> BethAnn Stone shared that the Elections Committee has yet to move forward with the elections process, but hopefully by our 3/13/23 Classified Senate meeting there will be movement and an update. This is BethAnn's last term as Classified Senate President, and the Treasurer and Grace Villegas's Council Member seat are also 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>. The Elections Committee is a subcommittee of Classified Senate and they can use additional members to support the elections work. Please email BethAnn if you are interested in serving on the Elections Committee.</p>
9.	Adjourn Meeting	Adjourn at 4:37 pm Action: M/S: I. Sukhu/G. Villegas (13-0-0)