

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

Members Present:

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

Attendees: Ninnette Alfaro, Lisa Avery, Courtney Diputado, T'Sendenia Gage, Irma Gregory, Nadiya Korkuna, Gretchen Medel, Annica Soto

Guest: Natalie Hannum

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Classified Professional Spotlight	<p>Welcome: BethAnn Stone welcomed the group at 3:04 pm.</p> <p>Announcements: BethAnn Stone announced that beginning with our 4/10/23 Classified Senate meeting, we will alternate the Classified Professional Spotlight with a new project called Caring Campus Moments. Our Caring Campus Coaches Team, Nadiya Korkuna, Irene Sukhu, and Lawrence Punsalang attended their first coaching training session and brought back with them this particular project. Lawrence offered further explanation, describing it as a team building icebreaker. We would start the meeting with an opportunity for attendees to share with the group a positive experience they recently had with a student, like an example of a Caring Campus behavioral commitment such as warm hand offs or the ten-foot rule. BethAnn thanked Lawrence for the details and asked the group to keep this activity in mind for the next CS meeting.</p> <p>Public Comment: Outreach Program Coordinator Ninnette Alfaro shared with the group a number of updates from Outreach. The Outreach department recently merged with K-12 and have been going close to a year with the Adult Education team. Since last August, Outreach has welcomed over 400 high school students through Career Focus Friday events, in which students from our partnering high schools are visit the campus and attend dedicated workshops from departments. For example, on 3/10/23, the Career Focus Friday was dedicated to Industrial Technology and the trades. Ninnette announced the upcoming Senior Saturdays for two Saturdays in April, on 4/22/23 and 4/29/23, from 9:00 am to 1:00 pm. These days are dedicated to our partnering high school seniors who are interested in attending LMC after graduation. There is a resource fair planned for lunchtime, so if you are interested in tabling and introducing yourself to these students on these Saturdays, please contact Ninnette or Nicole Almassey. Irene Sukhu asked what time participants should be there, and Ninnette replied that tabling is from 10:30 am to 1:00 pm. Annica Soto asked if parents can attend the workshops, and Ninnette explained that the workshops are dedicated for the students because we want to expose them to what a typical college class might be like. In the future there will be a separate, dedicated parent/guardian/family workshop event. Catt Wood asked if any Senior Saturday events would be held at the Brentwood Center, and Ninnette explained that although none are currently planned for this year, there will be an event called High School Senior Registration Day. These are educational planning workshops in conjunction with our Counseling department so that graduating high school seniors who have completed the three early registration steps can actually register for classes. There are two events, one at the Brentwood Center on Friday 5/5/23, from 2:00 - 5:00 pm, and another at the Pittsburg campus on Saturday, 5/6/23, from 10:00 am – 2:00 pm. Outreach has also been holding Talk About it Tuesday events, organized by T'Sendenia Gage. There are many parents, guardians, or family members that may be interested in attending LMC, perhaps in taking a class with their high school student or looking for a different career path. “Talk About It Tuesdays” are for students who either need to fill out an application or would like to know more information about the programs and services available to them and they will happen every third Tuesday of the month. The first was held on 2/21/23, the second on 3/21/23, and the next will be on 4/18/23. These occur in the evenings from 5:30 to 7:00 pm to accommodate working adults. Please share the news about these events to anyone in your communities who may be interested. BethAnn thanked Ninnette and the Outreach team for their great work.</p> <p>Classified Professional Spotlight: Lawrence Punsalang volunteered to share about himself for this week’s Classified Professional Spotlight. Lawrence is Program Assistant in DSPS at the Brentwood Center, and started as a student at</p>

		<p>LMC in 2001. While earning his AA, Lawrence worked as a Student Worker and Hourly at the both LMC and DVC for the Bookstore, EOPS, and Counseling, to name a few. He gained a permanent position as DSPS Program Assistant at CCC in 2014, then transferred to DVC, and then to LMC at the Brentwood Center. The Classified Professional Spotlight activity is an agenda item every other week 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.</p>
5.	<p>Approval:</p> <p>A. Agenda of 3/13/23</p> <p>B. Minutes of 2/27/23</p>	<p>A. Agenda Action: Motion to approve the 3/13/2023 Classified Senate meeting agenda. M/S: C. Wood/L. Punsalang (13-0-0)</p> <p>B. Minutes Action: Motion to approve the 2/27/2023 Classified Senate Meeting Minutes. M/S: I. Sukhu/C. Reyes (13-0-0)</p>
6.	<p>Presentation:</p> <p>Chat with the VPI</p> <p>Joint Senates Meeting</p> <p>Classified Professionals Appreciation Day</p>	<p>A. <u>Chat with the VPI:</u> In the interest of our guest's schedule, Item 6 was moved to precede Item 5 of the agenda. Natalie Hannum, Vice President of Instruction, presented an update on things happening in the Office of Instruction and offered to answer questions from the group. Natalie shared that since Grace Villegas switched over to Curriculum there is currently an opening for the Senior Academic Scheduling Specialist position. Irene Sukhu recently took another opportunity at the college, so there are upcoming admin opportunities in the Office of Instruction. With regard to deans, Dr. Nicole Trager came in as Interim Dean of Math and Sciences behind Dean Ryan Pedersen, who was recently promoted. We are also interviewing for the permanent Dean of Career Education, which is coming up on April 1st. Natalie invited questions from the group. Catt Wood requested the current face to face versus online percentage of courses offered and asked if there were plans to expand this in the fall, and if so, what percentages we are hoping for. Natalie explained that hard percentages haven't been put out, but what we are seeing over the last three semesters is less asynchronous online and more face to face. Natalie estimated that right now we're at 41-42% face to face, with the other percentage some type of asynchronous online or hybrid. We know that some areas are back fully face to face, and how we're making those decisions is based upon a pedagogical alignment to the learning outcomes and the facility investment. So, for instance, Kinesiology, Fitness, Welding, Auto Technology, Fire Technology, Nursing, a lot of the Biology and Chemistry labs, those are all in person hands on for the most part. The data shows students are still overwhelmingly enrolling in asynchronous online but we're taking a hard look at the data regarding success rates. So, departments are being asked to schedule for all modalities and we'll continue to let in-person classes run low since students are still gravitating to the asynchronous online. From anecdotal observations of campus activity and hearing and listening to students, they may have indicated that they want asynchronous online modality and those classes fill up very quickly. But we are also hearing students' desire to be on campus. Natalie remarked on the growth in campus energy and activity compared to a year ago. Natalie thanked Catt and praised their work on campus and how their observations led to extending Library hours on Wednesdays and Thursdays to 5:00 pm, among other insights, and described how important Classified Professionals are in providing data and recommendations to leadership. Gretchen Medel asked if there was an update on the cafeteria reopening for the fall. Natalie replied that the Food Service vendor is going out to bid and hopefully we'll have a vendor picked by July 1st. Natalie clarified that she uses "Food Service" because we're unsure if it will be a true cafeteria-style like the old one now that it is in the Student Union. The food trucks are scheduled to continue throughout the semester. BethAnn Stone asked if there have been any discussions in Administration about updating the signage and maps in the old part of the campus to prevent students from walking all the way to the wrong side of campus to find the Bookstore and cafeteria, which have moved or are being moved. Natalie thanked BethAnn for bringing this to her attention and asked for everyone to please let her or Interim President Ralston or VPSS Maxwell know if you see something specific such as this, and they can add it to their list of items that need to be addressed. BethAnn thanked Natalie for the presentation and added that she can be emailed as well if you'd like, and she can forward feedback or suggestions to leadership on your behalf.</p> <p>B. <u>Joint Senates Meeting:</u> BethAnn Stone explained that the Joint Senates Meeting for Classified Senate, Academic Senate, and LMC Associated Students (LMCAS) will take place on 3/20/23 from 2:00 – 4:00 pm in room L109. It is a little bit earlier than our usual meeting time and a bit later for the students, so this was selected as a time that works for everybody. This meeting will be held virtually and you can also attend at the Brentwood Center in room 135. Academic Senate has graciously volunteered to provide pizza for both locations. This is not a formal meeting so there will be no motions or passing of minutes. The time will be designated for all three Senates to come together</p>

		<p>and talk about issues of concern for each group, and to try to find common ground together for solutions that can move us along a path of reengagement with our colleagues, students, and community. Irene Suhku asked who would be facilitating the meeting, and BethAnn replied that the Academic Senate President and LMCAS President will facilitate more of the in-person logistics, while she will facilitate the meeting's hybrid component and monitor the chat along with Abbey Duldulao. BethAnn will also help lead the Classified Professional portion. BethAnn asked the group to email her with any potential topics, items, or notes of positivity we would like to bring forth or highlight at the joint meeting. For example, a note of positivity has been Academic Senate's full support of the Classified Senate's pursuing of 9+1 district-wide. 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, scheduling, assessment, 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 Mojdeh Mehdizadeh has also been strongly in favor of it and the California Community Colleges Classified Senate (4CS) has successfully passed and approved their 9+1. 4CS is now beginning work with the District on developing 9+1 and making it a District policy or procedure. Catt Wood mentioned the results from the Student Equity Survey, which indicated a lack of students feeling included and welcomed. Catt proposed that we ask LMCAS for feedback or brainstorming on things we can do as Classified Professionals and as a campus to remedy this. Cesar Reyes was interested in hearing about how students are receiving tech support and what they need more support with. Irma Gregory thought it would be interesting to hear from students how they can support Classified Professionals in growing connectivity and narrowing the gap between faculty and staff in their presence on campus. The group discussed the topics of disparity and connectivity, and Irma suggested that a communication or resource that introduces new Faculty members to the college could help Classified Professionals get to know faculty better. BethAnn agreed that it is important that we, as Classified Professionals, know when someone is new on our campus so we can welcome and encourage them, answer questions, and let them know they're supported. This makes a difference in keeping people at our institution and making them feel welcome and engaged in college activities. For more information on the Joint Senates Meeting, please refer to BethAnn's 3/15/23 "LMC Joint Senates Meeting and PIZZA..." email.</p> <p>C. Classified Professionals Appreciation Day: BethAnn Stone presented Classified Senate's recent plans for having a bowling night for Classified Professionals Appreciation Day. The next steps are to decide a date, discuss its costs, and identify someone who can create an event flyer. Delta Bowl is the location, since it is so close to the LMC Pittsburg campus. Their best pricing is the Zone package, which for Mondays through Thursdays is \$220 for two lanes, with up to six people per lane. The last time that we organized bowling we had four lanes for two hours, which seemed to work well, which would cost around \$450. This also includes one large one-topping pizza, with additional one-topping pizzas available to purchase for \$21 each. BethAnn is seeking from Classified Senate approval to spend up to \$600 for this event. All permanent Classified Professionals will be invited to attend. As we discussed at the last meeting, it would be too difficult to pay in advance for families to also be invited. We decided at the last meeting that a Thursday would work best, and at the same time that Robert Delgado had the last bowling night at, from 5:30 to 7:30 pm. BethAnn proposed either 4/20/23 or 4/27/23 as the Thursday for this event. Irma Gregory asked if we could bring outside food to save money, and BethAnn explained that outside food is not permitted, except for vegetable, cheese, and fruit trays. BethAnn thought that picking up a few trays from Costco would be a good idea to provide variety and healthier options. Sodas will also be available and everyone is welcome to purchase something separately if they would like. BethAnn thought that April 27th might be a preferred date since it is right before we head into the busy part of the semester that happens at all educational institutions around the end of the academic year. Cesar Reyes volunteered to design the event flyer. Motion to approve the expenditure of up to \$600 for a bowling extravaganza on April 27th at Delta Bowl from 5:30 p.m. to 7:30 p.m. for Classified Professional Appreciation. M/S: S. Mills/C. Reyes (13-0-0). For more information on Classified Professionals Appreciation Day Bowling Night, please refer to BethAnn's 3/16/23 Classified Senate meeting summary email.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that the Classified Senate Coordinating Council (CSCC) met on 2/28/23 and they reviewed the 4CD Employee Wellness work group proposal that was brought forth at the last DGC meeting, and the need for representatives from each college in each constituency group to be included as part of that work group. The Board Policy 4014 revisions were reviewed. Arthur King was announced as the candidate for the</p>

		<p>District Classified Professional of the Year. His name will be put forth and the ceremony will occur at the April Governing Board Meeting. CSCC will be holding a retreat on 3/23/23 and Classified Senate Council members are invited to attend. It will take place at the District Office, in-person only. BethAnn will be providing a presentation to the group about Brown Act and Shared Governance representation, with discussions on 9+1 and an overview of our accounting and budget procedures as we continue to strive forward to have our budget increased. Management reported that they are looking at holding an LMC Employee Appreciation Day in May of this year rather than April. At DGC, BethAnn reported that positions have been posted for both the LMC and CCC President positions. Sally Montemayor-Lenz and Timothy Leong have worked together with the writing group to develop the Institutional Effectiveness Report, which is ready to be sent to the Institutional Effectiveness Partnership Initiative for the Planning Resource Team grant that was awarded to the District for advancement and work related to DEI (Diversity, Equity, and Inclusion). After the report is sent, we should be receiving SEED money, and then work will begin on the various projects and initiatives that were outlined in the framework and plan. DGC reviewed the Governing Board agenda, including resolutions to support National Women's History Month and declaring March as American Red Cross Month. Student Trustee Kevin Ruano Hernandez inquired about DGC possibly developing a toolkit for resolutions that would help support Shared Governance, not only at the district level, but also at the college level, when designing and moving forward various resolutions. There was further discussion on the Employee Wellness Task Force proposal. BethAnn also brought forth to DGC the discussion from CSCC regarding the need to include collaboration with District research office on surveys. BethAnn mentioned to ensure that the survey is developed properly and the data is used accurately, it should include at least a collaboration with our District Research Office, and this should be noted in the proposal. There were concerns about asking for three members of every college in each constituency on the task force considering how everyone is stretched thin these days, and the group agreed that conditions should be noted in the event that finding three is not achieved. The Board Policy 4014 and Curriculum & Instruction Procedure 4001 revisions were reviewed and these revisions are to ensure our policies and procedures are updated and aligned with changes to Title V, the CCCCCO, and ACCJC. The revised documents for the aforementioned policy and procedure are included as attachments with BethAnn's 3/16/23 Classified Senate meeting summary email. Please let BethAnn know if you have any questions or feedback you would like to be communicated at the April DGC meeting.</p> <p>B. Shared Governance Council: BethAnn Stone reminded the group that SGC is still in need of a third member since, due to a scheduling conflict, BethAnn had to step down as CS representative. If you are interested, please reach out to BethAnn. SGC is a great opportunity to become more involved in Shared Governance and learn more about policies and procedures and how they affect our campus and students. Cesar Reyes reported that at the 3/8/23 meeting SGC reviewed the SGC RAP proposals and there will be a Classified Professional (Cesar), Student Representative, and Faculty member who will serve on that subcommittee. They worked on the rating sheets which were put together by Rachel Anicetti. There is eligibility for \$376,000 in instructional support and \$187,000 from Proposition 20: Lottery funds. Jen Saito suggested having a workshop on AB 2449 since there seems to be a lot of confusion about being on-campus for meetings. Irene Sukhu added that physical agendas are required to be posted on campus and Jennifer Adams has worked with Rikki Hall at the Brentwood Center to ensure agendas are posted in the main lobby area, and Jennifer will also post the agendas in shadow boxes in front of the Student Services building. Catt Wood clarified that at Brentwood, Rikki posts them to the outer doors so they can be seen even when the building is closed. BethAnn thought that at Pittsburg there may need to be an alternate public posting location identified because there does not seem to be room for many agendas to be posted in it, and Catt mentioned that there are indeed multiple shadow boxes designated for this. There was a presentation from Lawrence Punsalang, VPSS Tanisha Maxwell, and Dean Dennis Franco about the Success Team and the thought being to shift some of the Program Coordinator-level positions and to hire for others. Cesar had asked if Local 1 was involved at this stage, and the answer was "not yet", but they were confident there would not be any issues with the Union. The goal is to start the Success teams in Fall 2023 with at least the Student Success Coaches.</p> <p>C. Strategic Enrollment Management: BethAnn Stone shared that she had to step down as CS representative to SEM due to a scheduling conflict. Connie Konsavage has volunteered to be her replacement, and BethAnn requested a motion to appoint Connie as SEM representative. Motion to approve the appointment of Connie Konsavage as a Classified Senate Representative on SEM. M/S: L. Punsalang/C. Wood (13-0-0). Lawrence Punsalang reported that at SEM VPI Hannum talked about LMC's switch from paper to electronic catalogs. Dean Ryan Pedersen talked about a one-year schedule development will help our counselors and students in their educational planning. The schedule will not include the class day or time but it will let the students and counselors know if it will be offered.</p>
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8.	Council Business	<p>A. Scholarship Committee: BethAnn Stone explained that Classified Senate is seeking people to serve on the Scholarship Committee. You would be responsible for using the rubric that was established by our last Scholarship Committee in reviewing Classified Senate scholarship applications for continuing and transfer students, and to bringing forth recommendations for scholarship award amounts to the Classified Senate. We have approximately \$4,500 to award in scholarships this year, so the Scholarship Committee would use that total amount and determine how much and many scholarships we can award for continuing and transferring students. If you are interested in joining the Scholarship Committee, please contact BethAnn. Sandra Mills expressed how much she enjoys serving on the Scholarship Committee.</p> <p>B. Elections Committee: Sandra Mills described that the Elections Committee has been referring to the practices of past elections, which were received from Robert Delgado, and expects to have the timeline soon. This is BethAnn Stone'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 Classified Senate website link. 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	<p>C. Adjourn at 4:35 pm Action: M/S: S.Mills/I. Sukhu (11-0-0)</p>