CLASSIFIED SENATE MINUTES
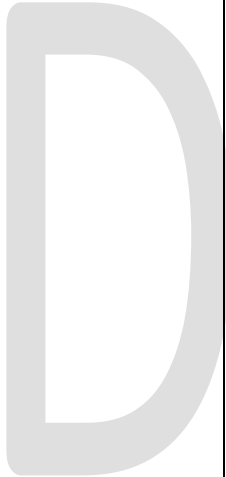## Monday, April 24th, 2023 3:00 – 4:30 pm
ZOOM

Members Present:
Council: Cesar Reyes – *Vice President*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*
Attendees: Robert Delgado, Connie Konsavage, Tatiana Pak, Annica Soto, Mika Sugahara
Guest: Tanisha Maxwell

Item	Agenda	Outcomes
1. 2. 3. 4.	**Welcome** **Announcements** **Public Comment** **Caring Campus Moment**	**Welcome:** Cesar Reyes welcomed the group at 3:04 pm. **Announcements:** Catt Wood and Cesar Reyes announced that the Classified Professionals Appreciation Bowling Night is on Thursday, 4/27/23, from 4:30 to 6:30 pm. Bowling shoes, pizza, soda, and snacks will be provided. To view the Classified Professionals Appreciation Bowling Night flyer, please refer to BethAnn's 4/18/23 "RSVP Now for Classified Professionals..." email. Irene Suhku announced that the first High School Senior Saturday was on 4/22/23 and the next is scheduled for 4/29/23. Catt Wood shared that the Office of Equity & Inclusion has ordered more hotspots for the Library and they are available for students to check out. **Public Comment:** No public comments were made. **Caring Campus Moment:** For the Caring Campus Moment, Sandra Mills and Cesar Reyes offered a follow up to a moment Cesar shared at the last Classified Senate Meeting. A student had needed a computer to use, so Sandra took him around campus and eventually to Cesar for help. He has since been using the Graphics Lab to do his Computer Science work. The Caring Campus Moment will be an agenda item for the remainder of Classified Senate meetings this semester.
5.	**Approval:** A. **Agenda of 4/24/23** B. **Minutes of 4/10/23**	A. **Agenda Action:** Motion to approve the 4/24/2023 CS meeting agenda with one (1) change to move Item 8.A. Elections Committee to precede Item 6.A. Participatory Governance Assessment Taskforce Proposal. **M/S:** S. Mills/C. Wood *(9-0-0)*. Catt Wood noted that the agenda shows that the Brentwood Meeting room is BRT-125, but they are meeting in BRT-135. B. **Minutes Action:** Motion to approve the 4/10/2023 Classified Senate Meeting Minutes. **M/S:** C. Wood/S. Mills *(9-0-0)*
6.	**Presentation:** Participatory Governance Assessment Taskforce Proposal SEM 2.0 Update	A. **Participatory Governance Assessment Taskforce Proposal:** Irene Sukhu presented the Participatory Governance Assessment Taskforce Proposal, which is coming to CS from SGC for feedback. Irene shared the Draft Participatory Governance Assessment Taskforce Proposal document. Now that AB 2449 is active, Interim President Pamela Ralston felt that now is a good time to review our Participatory Governance structure. With so many new employees and employees transitioning to new roles, we can gather more inclusive feedback, especially from those Classified Professionals and other constituency members who aren't as active in committee participation. The proposal is to create a task force comprised of two Students, two Faculty, two Classified Professionals, and two Administrators/Managers to review the current Participatory Governance structure and the Brown Act memo. The goal is to increase engagement across the constituent group to be more inclusive of people of color and people from differing backgrounds, disciplines, and departments. SGC wants to evaluate how information flows between these committees. The timeline is for it to be initiated in Fall 2023 and completed at the end of the semester, on 12/1/23. If you have any feedback that you would like our SGC CS Committee Representatives to share with SGC, please email it to Irene, Cesar Reyes, or Nadiya Korkuna. Catt Wood thought that this assessment seemed like a lot of work for the proposed task force, and Sandra Mills agreed. Catt also remarked that having College Assembly attendance as in-person only prevents many Classified Professionals from attending. While it is important for us to come together in-person, the virtual attendance options that were created during the pandemic expanded participation for many of our meetings. Sandra commented that if Classified Professionals are encouraged to

participate in College Assembly, we should be able to attend. Catt pointed out that while many meetings are Brown Act and therefore require in-person attendance, College Assembly is not, and they were surprised when the option to attend through Zoom was taken away. Connie Konsavage agreed that it was better to have the option to join meetings through Zoom that she wouldn't normally be able to attend, and asked if Classified Professionals, like Faculty, could receive release time or compensation for their attendance. The group discussed the intent of the word "evaluate" in the proposal's reference to the Brown Act memoranda and Sandra caught a typo with the word "fruiting", which should read "fruition", in the Product(s) section. Connie asked if we have a current governance handbook, and Cesar replied that Jennifer Adams has been working for a while on a comprehensive governance document. Tatiana Pak asked for clarification on the in-person Brown Act meeting requirements and how it affects voting. Cesar and Sandra explained that voting members need to attend Brown Act meetings in-person. Tatiana was recently announced as LMC's permanent EOPS/CARE Program Coordinator and the group congratulated her. Irene and Cesar summarized the feedback they received and will bring it back to SGC at their 4/26/23 meeting.

B. **SEM 2.0 Update:** Tanisha Maxwell, Vice President of Student Services, presented the SEM 2.0 update and fielded questions, which Irene Suhku had received in advance, pertaining to the straw proposal for the Success Team Core Model. Irene asked what will happen with students who belong to multiple Pathways. Tanisha explained that, at this point, it will be an iterative process. The hope is that we can examine where the majority of a student's classes are and align them with the Pathway where the bulk of their work is being done, and if they are a double major, perhaps they will choose which Pathway Success Team supports them. If they are involved in learning communities in some shape or form, their first referral or first connection with a counselor is likely going to be connected to that learning community. There are also be times when they will be a part of multiple learning communities. We want to be able to lift up student voices and include them in the process of deciding who their support team will be. The next question was related to the early team model iteration which had an inner circle and an outer circle. What happens to that outer circle? Tanisha affirmed that the outer circle of support services is still there, but SEM wanted to identify and agree upon a core of Success Team members that are highly student facing as part of their role and will be referring those students to those support services along the way. Those support services will be integrated as the Success Team Model is implemented. The next question asked how the term "case management" pertains to the Program Coordinator job description. Tanisha replied that Local 1 has been part of the conversations when the description was created, and that "case management" refers to monitoring students' academic journey and sending communications to them regarding milestones or appointments, all things that are within the scope and level of the Program Coordinator position. Irene asked what happens to students after they complete their first year, and Tanisha explained that as we move through the beginning phases of implementation, which focuses on first year students, we will continue to gather feedback, assess, and think about what interventions will look like in their second year. The goal is to identify two or three things to focus on accomplishing in the first implementation and build on that, incorporating second year students and building the types of supports, resources, and interventions that continuing students need. The next question asked what tools the Success Team will use to track and monitor their students. Tanisha answered that it would hopefully be a scaling up of our e-tools, and in particular, Starfish. Starfish has been identified as the tool that will be used to support retention, communication, and documenting the notes on students' progress, referrals that were made, and flags that might be raised. In this system the team can communicate across departments and with students. This process is still being worked on and coded but the goal is to build trust among our staff and faculty in utilizing the system and what the referral loop is, who has responsibility for what, and that we are able to close the loop. The work will also likely be monitored through creating SQL reports, utilizing assessments, and holding regular Success Team meetings. The next question asked how the Success Team Model will work with existing programs such as EOPS and CARE. Tanisha explained that programs such as these are part of our learning communities and support systems, and from a referral standpoint are at the top of the hierarchy in terms of level of support. There high impact practices they already engage in that we want to be able to adopt and implement into Success Teams in general. From a counseling standpoint, if a student is involved in EOPS then their first referral is going to be to the EOPS Department and counselors. However, if they want to be able to see their Pathway Counselor, they still have the option to do so. We don't want to limit students, but we want to at least have a first referral point so that students know where they would be going. The last question asked about which Pathway undecided students belong to. Tanisha replied that, technically, there is no longer an option for students to choose undecided status. They will have to choose a Pathway when they apply. Cesar Reyes had a follow up question,

		asking if there was a timeline for the Success Coaches to be hired and trained. Tanisha explained that the ideal rollout would be Fall 2023 but the implementation may be pushed out or partially rolled out due to the length of time that the proposal spent in SGC and the recent transitions in college leadership. We want to have a strong onboarding process for the entire team and make sure everyone is in support of the role and function of each of the team members. Everyone should know that things may change as we continue to learn from the implementation process. Sandra Mills asked if the monitoring, assessment, and reporting workload will increase for the support services in the Success Team Model. Tanisha replied that whatever reporting or monitoring that already takes place as a function of your department would likely be the minimal expectation of that to continue. There have been no conversations about requirements for any type of reporting for those departments beyond what they already do. In response to a final question regarding Local 1's review of the Success Coach job description, Tanisha reiterated that Local 1 has been a part of the project from the beginning and that the desired qualifications that SEM have been writing are their recommendations and can be revised. Cesar thanked Tanisha for presenting the update to Classified Senate and Tanisha expressed her appreciation for everyone who participated in Senior Saturday.
7.	**Committee Input and Report Outs**	**A.** **District Reports:** Cesar Reyes reported that DVC is working on Job Links 2023, scheduled for 6/1/23, and are accepting ideas for workshops and activities until 4/26/23. **B.** **Shared Governance Council:** Cesar Reyes reported that SGC met last week and reviewed the RAP submissions and timeline. SGC will see the final numbers for the proposals at their 4/26/23 meeting and they will be presented to Classified Senate at our next meeting on 5/8/23. Irene Sukhu added that VPSS Tanisha Maxwell presented the SEM 2.0 update. SGC voted on and passed the Success Team Core Model. Most of the attendees were going to the District tenure reception, so the meeting was short. **C.** **Strategic Enrollment Management:** Connie Konsavage reported that SEM reviewed the SEM 2.0 Goals & Objectives and discussed the results of the survey related to these goals. The survey results were tallied and VPI Natalie Hannum asked the group to narrow the 20+ Goals & Objectives to a top three. There was also discussion about if and why some Goals & Objectives may have been unmet. The group agreed that the Goal & Objective related to Distance Education was met during the pandemic. **D.** **Safety Committee:** Mika Sugahara reported that Safety Committee met and they discussed the nearly completed emergency equipment purchase. The campus map is mostly updated, and Michael Schenone provided an update to the repair of Brentwood Center's uneven sidewalk. The emergency flip chart is also being updated. **E.** **Planning Committee:** Cesar Reyes reported that Planning Committee met and discussed the Comprehensive Program Review questionnaire that went out asking for feedback on the process. Respondents have until Friday, 4/28/23 to complete the survey. They also talked about the Educational Master Plan (EMP) for 2021-2025 and there was an update on the assembly. **F.** **TAG/Technology Plan Core Group:** TAG has not met since the last Classified Senate meeting. Catt Wood shared that the free printer at the Brentwood Center Library was nearly decommissioned and that there are a lack of printing options in general for students at Brentwood. Sandra added that students in the Center for Academic Support are being overcharged for printing for a company that no longer exists. **G.** **IDEA:** Catt Wood reported that IDEA met and received a presentation from Marci Lapriore from the English Department about the new 100E course. The English Department is going to replace English 100 with 100E, which is a 4-unit course. This course provides students more support and an additional credit for the extra work they're doing, but it is still slightly in the approval process. Irene Sukhu asked which other committees English had presented to, and Catt replied that they weren't sure. IDEA also discussed the District's no-travel rule to certain states and how this has prevented our students from visiting many of the Historically Black Colleges and Universities (HBCUs), and how to move it forward to have an exception to the rule. Students are being denied the opportunity to see these colleges in-person and are missing out on scholarships which can be given out on the spot during visits. Academic Senate President Mark Lewis had mentioned that one of the state Academic Senates were also moving forward with a proposal for an exception for students. **H.** **Sustainability:** Mika Sugahara reported that there was no new Sustainability Committee report out since the last Classified Senate meeting. Mika shared that under AB 2449, Sustainability has experienced difficulty in making quorum for their meetings. Mika asked if Sustainability could be changed from a Brown Act Committee to an operational group. Cesar Reyes replied that this feedback and request would be brought to SGC and that the proposed Participatory Governance Assessment Taskforce (presented earlier this Classified Senate meeting) would assess which committees can be operational and which should stay under Brown Act.

		I. **Professional Development Advisory Committee:** Robert Delgado reported that PDAC met on 3/23/23 and reviewed conference funding requests. If there is a conference that you're interested in attending for professional development and your department does not have funding, you can submit a request to PDAC to fund attending that conference. Up to $1,500 can be approved. Also, this funding can sometimes be combined with other funding sources to cover the total expense of a conference. PDAC reviewed mini-grant proposals, which are tied to professional development activities on campus. Finally, they talked about technology professional development needs, particularly for providing Adobe, SharePoint, and Microsoft Office Suite training. The next PDAC meeting is Thursday, 4/27/23. **J.** **EEO Committee:** Mika Sugahara reported that EEO met and the highlight of the meeting was a great report out of NCORE from Abbey Duldulao.
8.	**Council Business**	**A.** **Elections Committee:** In consideration of Sandra Mills' schedule, this item was moved to precede Item 6.A. of the agenda. Sandra Mills explained that Classified Senate nominations have finished, with one nomination in total for the three positions up for election: Classified Senate President, Treasurer, and Grace Villegas's Council Member seat. We received one nomination for Council Member seat, for Courtney Diputado, and the Elections Committee recommends that we appoint Courtney to the position because there is no one opposing and so no runoff vote is needed. There were no nominations for Classified Senate President or Treasurer. The Committee discussed this and T'Sendenia Gage pointed out that when we have not had nominations in the past, regardless of how many times we continued to go out for nominations, we didn't receive them. So, the Elections Committee has decided not to go out for more nominations. Classified Senate can appoint the Treasurer position once we have our President seated for the next term. Sandra nominated BethAnn Stone for Classified Senate President and shared that BethAnn expressed that she would like to continue for another term. BethAnn will not be on campus full time and will be at LMC every other week. Sandra pointed out that BethAnn has followed this schedule already and hasn't noticed a meaningful difference since. The group discussed the process for appointing nominated candidates, and Cesar Reyes noted that our nominees are running unopposed. Classified Senate voted to accept the nomination for BethAnn Stone and appoint her as Classified Senate President for another two-year term *(8-0-0)*. Catt Wood and Sandra explained that a vote to appoint Courtney as Council Member is not needed since she was nominated on paper and has accepted. Sandra thanked T'Sendenia, Connie Konsavage, and Lisa Avery for their work on the Elections Committee.
9.	**Adjourn Meeting**	**B.** **Adjourn at 4:26 pm Action: M/S:** I. Sukhu/C. Wood *(8-0-0)*