

**CLASSIFIED SENATE MINUTES**  
**Monday, August 29, 2022 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*, Grace Villegas – *Council Member*

**Attendees:** Nicole Almassey, Connie Konsavage, Annica Soto, Ninnette Alfaro, Linda Jackson, Mika Sugahara, Sandya Bhatnagar

**Guest:** Sabrina Kwist

Item	Agenda	Outcomes
1. 2. 3.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:05 pm.</p> <p><b>Announcements:</b> BethAnn Stone brought attention to the meeting’s format, with LMC Classified Senate holding their first hybrid fall 2022 meeting. Attendees met in-person, in room CC3-361, and virtually, via Zoom. BethAnn thanked Cesar Reyes for setting up the Zoom meeting presentation space and Owl camera.</p> <p>BethAnn Stone announced that the last day to purchase tickets for the Reaching for the Stars Gala at Trilogy is Friday, 9/2/22. The Foundation and Senate share a goal of supporting students with scholarships and this event is a celebration for them and a belated celebration of the Brentwood Center’s opening. The evening will also feature a brief presentation about and photos of the James Webb Space Telescope as shared by one of the project engineers. Tickets have been discounted to \$75.00 for LMC employees. For additional information, please refer to Leetha Robertson’s 8/20/22 LMC Foundation Gala invitation email.</p> <p>BethAnn Stone announced that Comprehensive Program Review (CPR) launches on Thursday, 9/1/22. This process is meant to be collaborative and each department chair or manager attends trainings each Friday and will talk about CPR during the team meetings for your respective program or unit. Instructional units have had sections of their template chunked out with staggered deadlines throughout the semester. So, for example, the scheduling, curriculum, and assessment sections are due 10/14/22, and then program goals and recommendations are due in December. Student Services and learning communities have a draft process, so the first draft is due to the dean or manager on 11/14/22, and then the second draft is due 12/14/22, with the final draft due 1/14/23. Program Review closes on 2/14/23, at 5:00 pm.</p> <p>BethAnn Stone shared that Dr. Chialin Hsieh, Senior Dean of Planning &amp; Institutional Effectiveness, has left the 4CD District for a Vice President of Instruction position in the San Mateo County Community College District. The Dean of Planning &amp; Institutional Effectiveness position has been opened and closes in mid to late September, and BethAnn will be communicating with Classified Senate on that process. There will be an opportunity for a Classified Senate representative to serve on the paper screening committee and/or interview committee.</p> <p>BethAnn Stone also explained that the Associate Vice Chancellor/Chief Human Resources Officer position has opened and in September the paper screening and interview process will begin. Classified Senate Coordinating Council (CSCC) needs to appoint a representative on September 6th, 2022. The proposed time and day for the hiring committee’s initial kickoff meeting is 1:00 or 2:00 pm on September 19th. The committee to determine the interviewees meets on October 21st, and then first interviews would be held all day on October 27th, and possibly October 28th, depending on the number of candidates. BethAnn explained that she would forward the name of any interested Classified Professionals to CSCC at their September 6th meeting and, afterwards, let them know if they were selected</p> <p>BethAnn Stone announced that she met with Eric Moss, an Adjunct Faculty member from DVC, who has been sending to everyone a series of emails regarding the 4CD Mindfulness Community and Wisdom Labs. A series of at least two visits from Eric this semester has been planned, and he will present or perform at our Classified Senate meetings some of the work that is included in the mindfulness community challenges to improve and benefit our mindfulness and mental well-being. BethAnn looks forward to working with Eric on these presentations, and the first is expected for September.</p>

		<p>Ninnette Alfaro shared that she had met with Sandra Mills, who is looking for hourly help for a one-week special project. Sandra and Richard Stanfield will both be out that week, so Sandra needs an hourly to support the Center for Academic Support, by using the Canvas tech and scheduling appointments, etc. Ninnette is unsure of the hours but it would be from Monday to Thursday, 9/12/22 – 9/16/22. Cesar Reyes asked if a Student Worker could put in for the position, and Ninnette replied that she would check in with Sandra for more specifics and reach out to Cesar. Cesar also mentioned that he had a Student Worker in mind who could be shifted to the Center for Academic Support for the week, and who Cesar would be able to supervise. If you know an hourly employee or would like to be an hourly for this project, please contact Sandra.</p> <p>Sabrina Kwist announced that Pride Alliance will begin hosting Pride Tuesdays at the Unity Center, each Tuesday from 2:00 – 3:00 pm. Also, a Rainbow Mixer will take place at the same location on 8/30/22, from 3:00 – 4:30 pm. Sabrina offered use the Unity Center to other groups, such as APIDA, who may be interested in a space to build. Additionally, Sabrina shared that the third week of October will be Dreamers Week, ending with an activities and resources “conference” on Saturday, 10/27/22. If you are interested in contributing during that week or day, please reach Sabrina.</p> <p><b>Public Comment:</b> Nicole Almassey commented that since (Director of Outreach and Welcome Services) Maryam Portillo’s last day at LMC was Friday, August 26th, Outreach is left with two staff, Nicole and Ninnette Alfaro, and that there may be delays from their area. BethAnn Stone offered Nicole and Ninnette words of encouragement and wished them good luck.</p> <p>BethAnn Stone put out a call for Classified Professionals to join the Classified Senate Fundraising Committee. The committee performs extraordinary work in raising funds for our student scholarship accounts and a boost in fundraising is important this year to award scholarships again. Nicole Almassey and the committee organized last year’s very successful Fun Run, which was a great activity to raise money virtually while promoting the health and fitness of our campus community. If you are interested in participating in fundraising, please email BethAnn.</p>
4.	<p><b>Approval:</b></p> <p><b>A. Agenda of 8/29/22</b></p> <p><b>B. Minutes of 5/16/22</b></p>	<p><b>A. Agenda Action:</b> Motion to amend and approve the 8/29/2022 CS meeting agenda to remove “Bylaws Review and Revision” under Council Business from the agenda. <b>M/S:</b> I. Sukhu/C. Reyes (11-0-0)</p> <p><b>B. Minutes Action:</b> Motion to amend and approve the 5/16/2022 Classified Senate Meeting Minutes to correct the spelling of Chialin’s last name to read “Hsieh” instead of “Hsihh”. <b>M/S:</b> I. Sukhu/C. Reyes (10-0-1; N. Alfaro abstained)</p>
5.	<p><b>Presentation:</b></p> <p>CS Goals – Fall 2022 Priorities</p> <p>JobLinks 2022 Survey Results</p> <p>SEP Data Summary &amp; Updates</p>	<p><b>A. CS Goals – Fall 2022 Priorities:</b> The Classified Senate Council held a retreat on 8/15/22 to review and discuss the 2021-2024 Classified Senate goals and objectives and determine which priorities we want to focus on for the fall semester. The outcome of this discussion was a proposal to focus on Goals #1, #4, and #5. BethAnn Stone reviewed and summarized these goals and their objectives.</p> <ul style="list-style-type: none"> <li>• Goal #1 - Develop and promote additional opportunities for Classified Professionals to participate in activities that embrace diversity and celebrate multiculturalism.</li> <li>• Goal #4 - Encourage Classified professionals to act as a liaison between the Classified Senate and the LMC community to build and sustain connections that foster and nurture a culture of respect, dignity, and inclusion.</li> <li>• Goal #5 - To collaborate with our College Foundation and Financial Aid Department, and continue to encourage participation from Classified Professionals and community members. Consistently create opportunities for monies to be generated through events, activities and fundraisers that intentionally engage pillars of our community.</li> </ul> <p>The council proposed forming a small diversity and multicultural subcommittee or task force of Classified Senate focused on organizing and creating opportunities and activities that help advance the efforts and objectives outlined in Goal #1. The 9/12/22 Classified Meeting Agenda will include an item related to gathering interest in this subcommittee. Last year, Shondra West proposed having a multicultural potluck at which people could share a food from their culture or ethnic background, and BethAnn is waiting on a response from VPB&amp;AS Carlos Montoya regarding the policies and/or procedures for serving food on campus. Goal #4 is a continuous goal because of Classified Senate’s continuous representation in shared governance, serving on committees, and from Caring</p>

		<p>Campus activities, and BethAnn believed that CS could work to advancing more of these objectives, such as the objective to create positive open spaces. Goal #5 is primarily related to fundraising, which is also a continuous goal. Classified Senate focuses on fundraising for our student scholarship awards each semester and these activities will always be included when evaluating our priorities. BethAnn opened the floor up to discussion of these goals and objectives with the hope for approval from the group of the proposed priorities. Irene Suhku agreed with continuing the presented goals. Cesar Reyes mentioned that he liked the focus of priorities and suggested scheduling time during Classified Senate meetings for people to learn about each other by sharing about themselves, their passions, and journey. Since not everyone attends each meeting, a list could be kept of those that have already shared and new attendees would be added to the list and provided an opportunity to share. BethAnn and Irene supported the idea and its alignment with Goal #4. Cesar described how, in his graduate school program, group members showed appreciation for each other using their talents; for example, by writing about them or making a meal for them. Nicole Almassey commented that this activity could be designed to promote participation in Classified Senate by including all LMC Classified Professionals, not only those who regularly attend meetings. BethAnn will continue to request a complete and current list of LMC Classified Professionals, and in the meantime, could compile a list using the campus email directory, as Nicole has done previously. BethAnn expressed her excitement at the proposed activities and asked for consensus from the group in prioritizing the discussed goals and objectives. The CS accepted the fall 2022 priorities based on our 2021-24 goals as Goal #1, Goal #4 and Goal #5. The LMC Classified Senate 2021-2024 Goals &amp; Objectives document can be found at the LMC Classified Senate website, or can be viewed and/or downloaded by <a href="#">clicking here</a>. For more information about Classified Senate's mission, meeting schedule, and role in shared governance, please refer to BethAnn's fall 2022 welcome/introduction email, sent to all Classified Professionals on 8/24/22. If you would like additional information on Classified Senate or are not sure how to become more involved, please visit our website at <a href="https://www.losmedanos.edu/intra-out/cs/">https://www.losmedanos.edu/intra-out/cs/</a> or contact BethAnn at <a href="mailto:bstone@losmedanos.edu">bstone@losmedanos.edu</a>.</p> <p>B. <b><u>JobLinks 2022 Survey Results:</u></b> In consideration of our guest's schedule, Item 5.C. was presented before Item 5.B. BethAnn Stone presented the JobLinks 2022 Survey Results. The survey was open for six weeks, with about 50 respondents out of the 200-250 attendees. The overall results regarding the outcome of JobLinks 2022 were very positive, with some loosely negative feedback due to technology issues experienced by those attending virtually and during workshops which were offered as hybrid. JobLinks will be at DVC next year, so BethAnn will be analyzing the results and sharing them in a presentable format at the September Classified Senate Coordinating Council (CSCC) meeting, and this presentation will also be shared at our next Classified Senate Meeting on 9/12/22. If you would like to view the raw results, without comments, please refer to BethAnn's 9/1/22 Classified Senate Meeting summary email. If you were involved in the JobLinks Planning Committee and would like to see the results in their entirety, including comments, please reach BethAnn and she can email them to you individually.</p> <p>C. <b><u>SEP Data Summary &amp; Updates:</u></b> Dr. Sabrina Kwist, Dean of Equity and Inclusion, presented the Student Equity Plan (SEP). On behalf of the Office of Equity, Sabrina appreciated Classified Professionals for their work and effort serving the campus community as the semester begins. Classified Senate is an approving body of the SEP and Sabrina's goal is to provide an orientation on the college's process for drafting and approving the document. The goal of the SEP comes from the State and it is to ensure that colleges are directing resources (people, policies, and dollars) towards equitizing success. This means that a student's identities would not determine whether they would be successful at LMC. For us to understand how to equitize success we must review the disaggregated data, meaning disaggregated by race, gender, veteran status, first generation, socioeconomic status, students with disabilities, etc. This is a race-conscious plan as interpreted through the State and encoded in Title V. The SEP aligns with the goals and objectives of our very powerful Educational Master Plan (EMP), which Sabrina described as helping us think through the structures at LMC where we can either be anti-racist and proactively affirm access and success for all, or where we might need to evaluate and assess. Our equity plan is a partnership between Instruction, Student Services, and Business Services, and is meant to create institutional strategies using, this year, a dollar allotment of \$3.4 million, towards the goal of achieving the Vision for Success. The Vision for Success is for each student to complete their certificate, degree, or personal enhancement pathway and to do so in an expedited realm. The SEP addresses racial equity, thinks through policies and practices, engages in self-assessment, and should be a college-wide effort. Since SEP 1.0 2018-2022, the plan's design has shifted to become less about activities and more about how we transform the organization, such as by implementing Guided Pathways. Sabrina</p>
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6.	Committee Input and Report Outs	<p><b>A. District Reports:</b> BethAnn Stone reported that CSCC last met in early August. CCC Classified Senate is without a President and Vice President and they have discussed holding elections, but have not received responses from their call out. Please let CCC Classified Professionals you may know that they have our support and send encouragement their way. Brandy Gibson can no longer continue as CSCC Co-President, so a vote will be held at their next meeting for Jenniffer Monroy to continue by herself as President. DGC held a short meeting and discussed the budget assumptions that were presented at the governing board meeting in August. Masking is encouraged but no longer required indoors, although the vaccination submission requirement for students to attend in-person classes remains.</p> <p><b>B. Shared Governance Council:</b> SGC has not met since the last Classified Senate Meeting.</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> Safety Committee has not met since the last Classified Senate Meeting.</p> <p><b>E. Planning Committee &amp; ISLO Core Group:</b> Planning Committee decided to postpone their first meeting from 9/1/22 to 9/8/22 in consideration of how busy the first two weeks of the semester are.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate Meeting.</p> <p><b>G. IDEA:</b> IDEA has not met since the last Classified Senate Meeting.</p> <p><b>H. Sustainability:</b> Sustainability has not met since the last Classified Senate Meeting, or for a considerable length of time. BethAnn Stone reached out to Michael Schenone and Jenifer Fay for insight into the status of the committee and if a revitalization is necessary.</p> <p><b>I. Professional Development Advisory Committee:</b> PDAC has not met since the last Classified Senate Meeting.</p> <p><b>J. EEO Committee:</b> EEO has not met since the last Classified Senate Meeting.</p>
7.	Council Business	<p><b>A. Fundraising Committee:</b> BethAnn Stone summarized that at last semester's AFSCME/Local One &amp; LMC Classified Senate Meet-n-Greet an idea was floated around for a CS Gala fundraising event. Grace Villegas has an excellent contact for music, the band Project 4. Grace notified the group that Project 4 is available on 12/3/22 and she is waiting to hear their booking fee. BethAnn has submitted the Staff Use of Facilities form and media event ticket required to hold the event in the Student Union Conference Center. The Gala could include a silent auction, a raffle and prizes, and food. Classified Senate is looking for as many members/volunteers as possible to support the Fundraising Committee in the Gala's planning and organization. If you are interested in serving on the committee or supporting the event, please reach BethAnn. Nicole Almassey remarked that with the new year for Classified Senate a Fundraising Committee Chair (or Co-Chairs) are also needed. BethAnn appreciated Nicole for leading the Fundraising Committee for as long as she has and for her notable efforts in doing so. For more information on how</p>

		to be more involved with Classified Senate fundraising activities, please refer to BethAnn's 9/1/22 Classified Senate Meeting summary email.
8.	Adjourn Meeting	Adjourn at 4:27 pm Action: M/S: I. Sukhu/C. Reyes (12-0-0)

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