

CLASSIFIED SENATE MINUTES
Monday, September 12, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Reginald Turner – *Treasurer*, Aaron Nakaji – *Secretary*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

Attendees: Kathryn Anderson, Irma Gregory, Melina Rodriguez, Annica Soto, Shondra West

Guest: Eric Moss

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Classified Professional Spotlight	Welcome: BethAnn Stone welcomed the group at 3:04 pm. Announcements: No announcements. Public Comment: BethAnn Stone wished that everyone was doing well so far this semester and expressed that she is available to support any Classified Professionals who have questions or need anything. If you would like more information on Classified Senate or would like to become more involved, please visit our website at https://www.losmedanos.edu/intra-out/cs/ or reach BethAnn at bstone@losmedanos.edu . Cesar Reyes commented that the Art Gallery will have its opening night from 4:30 - 6:30 pm on Thursday, 9/15/22. This will be the Faculty & Staff Art Show, featuring works from LMC Classified Professionals such as Jim Kolthoff, Irma Gregory, and Sheri Woltz. Light refreshments will be served and at 5:15 pm the artists' introductions and Q&A will take place. Classified Professional Spotlight: BethAnn Stone asked for a Classified Professional to introduce themselves to the group for the first Classified Professional Spotlight activity. Cesar Reyes volunteered to speak about himself. Cesar is the Senior Lab Coordinator for Art/Drama/Journalism, a position he began in 2020. Cesar shared with us his initial start with LMC in 1999 as a student and his move to San Diego working for banks and investment companies. Cesar moved back to the Bay Area in 2010 to study photography and drama at LMC and worked in acting, sound design, and production management, before earning his Master's degree in theater and returning to LMC in his current role. The "Classified Professional Spotlight" will be 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 (less than 3 minutes). If you would like to share about yourself at an upcoming Classified Senate Meeting, please contact BethAnn.
4.	Approval: A. Agenda of 9/12/22 B. Minutes of 8/29/22	A. Agenda Action: Motion to approve the 9/12/2022 CS meeting agenda. M/S: C. Wood/R. Turner (11-0-0) B. Minutes Action: Motion to approve the 8/29/2022 Classified Senate Meeting Minutes. M/S: C. Wood/L. Punsalang (10-0-1; R. Turner abstained)
5.	Presentation: JobLinks 2022 Survey Results 4CD Mindfulness Community CS Goal #1 Collaboration with IDEA	A. JobLinks 2022 Survey Results: In consideration of our guest's schedule, Item 5.B. was presented before Item 5.A. BethAnn Stone shared the JobLinks 2022 Survey Results presentation and explained the results, which will also be presented at the next Classified Senate Coordinating Council (CSCC) meeting. The survey was open for six weeks, with about 50 respondents out of 200-250 attendees. The overall results regarding the outcome of JobLinks 2022 were very positive, with most respondents indicating that expectations were met, the celebration of Classified Professionals was effective, and what they learned at JobLinks 2022 would prove helpful in other settings. While most of the sessions and workshops received high satisfactory ratings, negative feedback received by a few workshops, in general, related to technology issues experienced by those attending virtually and during hybrid workshops. The most commented issues with the hybrid workshops were a lack of engagement with virtual attendees, Zoom meeting links being unavailable and/or not provided in advance, and a lack of an opportunity drawing for virtual attendees. BethAnn next offered recommendations for JobLinks 2023, which will take place at


DVC:

1. If the event is held as hybrid again, have Zoom links required at least two weeks before the event.
2. Identify a staff member who can conduct a virtual opportunity drawing during the in-person drawing.
3. Ensure enough personnel are on-hand to troubleshoot and support hybrid workshops.
4. Make sure to have District HR contact CaLPERS and Social Security in November to table at the information faire.
5. Have a variety of food options and designate people at lunch to check stickers and prevent confusion with the lunch options.
6. Attendees enjoyed having an opening and closing speaker.
7. Theme and décor are a must.

Additionally, BethAnn mentioned that she would not recommend holding JobLinks as hybrid due to the difficulty LMC Classified Senate experienced in supporting and accommodating the hybrid modality of so many workshops. If held as hybrid, she recommended that the JobLinks chair(s) not teach workshops themselves to remain available for coordinating the workshops and other activities, and to have someone in each workshop to monitor the chat and address questions. Having a phone number as a hotline which attendees can call or text for event and virtual attendance information the day of JobLinks may be useful, and respondents were also interested in an opportunity to conduct “Meet-and-Greets” with staff in the same department at each college. BethAnn praised the work of the event committee for a successful first hybrid and first post-COVID JobLinks and expressed that their efforts were reflected holistically in the positive survey comments. BethAnn spun the Wheel of Fun and Leetha Robertson was randomly selected as the winner of the \$25 Amazon Gift Card prize for completing the survey. For your reference, the JobLinks 2022 Survey Results presentation is available as a PDF for download as an attachment to BethAnn’s 9/15/22 Classified Senate Meeting summary email.

B. 4CD Mindfulness Community: Eric Moss, 4CD Mindfulness Co-facilitator and Adjunct Professor of Business Administration at DVC, presented on the 4CD Mindfulness Community and Wisdom Labs. The March Mindfulness Challenge, held in March 2022, had 160 participants from across the district, of which 53% completed 20 or more of the practices during the challenge. Eric noted that LMC students comprised the largest group of participants. Eric described 4CD Mindfulness Community’s mission and how it serves the students and employees in the district, and 4CD’s three-year partnership with Wisdom Labs. Wisdom Labs provides an activity dashboard which can be used to generate readouts of data from participants in the challenges, as well as trainings and practices to follow pertaining to mindfulness, and Eric compared their services and costs to those of similar products. He also provided examples of how data from the mindfulness challenges and surveys can be gathered, presented, disaggregated, and evaluated to inform how future challenges are designed. Eric is seeking support for continuing our partnership with Wisdom Labs and incorporating the Mindfulness Community into Districtwide Professional Development, mental wellness, and social justice initiatives for students and employees. To continue and expand the existing relationship with Wisdom Labs, \$12,500 must be secured (\$10,000 for employees districtwide and \$2,500 for students districtwide). Eric is currently working with DO to try to obtain funding through professional development monies for employees. However, \$2,500 is still needed to fund the 30,000 students districtwide. The floor was opened to questions for Eric and discussion, and BethAnn Stone thanked Eric for his presentation, remarking that Eric facilitates this mindfulness work unpaid, and mentioned that she will be contacting Dean Sabrina Kwist regarding possible SEP funding for LMC students to participate and use the Wisdom Labs service, roughly in the amount of \$3,000. BethAnn fully supported Eric’s proposal and spoke about her observations of the positive results and responses of LMC students participating the Mental Fitness Challenges and the advantages it brings to our campus. Catt Wood asked how participants access the challenges; if it is through downloading the app and/or if a login through single sign-on is used. Eric replied that his weekly emails include a link to a YouTube video that walks 4CD employees and students through, step by step, downloading and customizing the Wise@Work app. Catt also inquired about the training meeting recordings and where those can be found. Eric answered that the recordings are accessible through Microsoft Teams. Cesar Reyes thanked Eric for his work and commented that he participated in challenges and afterwards continued to use the app, reporting that they have benefited his mindfulness and helped him to re-center. BethAnn called for consensus from the group to support the work Eric described. The Classified Senate fully endorsed the 4CD Mindfulness Community and Wisdom Labs and their challenges. Another Mindfulness Challenge will take place on 10/1/22, which will be a mental resilience challenge. Eric asked Classified

		<p>Senate to consider either inspiring prizes for the challenge or donating a prize for the challenge, as CS had done in March. BethAnn replied that this involvement will be a separate agenda item for voting at the next Classified Senate Meeting on 9/26/22, in time for the October challenge. Eric expressed his appreciation for the enthusiasm that LMC Classified Senate has shown towards this and other initiatives. Eric's 4CD Mindfulness Community Newsletter includes mindfulness resources, upcoming speakers, activities, and information on the October Resilience Challenge. This newsletter, which also includes the Wise@Work app onboarding video and 4CD Mindfulness Community group in MS Teams links, and Eric's Powerpoint presentation, which contains more detailed information about Wisdom Labs, are attachments to BethAnn's 9/15/22 Classified Senate Meeting summary email.</p> <p>C. CS Goal #1 Collaboration with IDEA: Catt Wood and BethAnn Stone proposed collaborating with IDEA on a series of cultural empowerment events. Catt explained that IDEA is a small committee of people who meet six times a year and it is challenging to organize activities with this membership and schedule. IDEA had discussed the possibility of holding cultural empowerment events during which participants would learn more about each other's backgrounds and cultures, for both sensitivity reasons and as a bonding activity. Catt recognized that these activities also aligned with Classified Senate's Goal #1 and proposed that IDEA and Classified Senate (and perhaps the Office of Equity and Inclusion) collaborate to organize them. Dr. Leah Hollis presented "What to Say and How to Say It: Bringing Civility & Honesty to Tough Conversations" during Opening Day and BethAnn remarked that she could be a potential guest speaker. Irma Gregory offered hosting a multicultural potluck for the event and/or including a fundraising component as possibilities. Catt and BethAnn thought that a subcommittee or task force of three to five people could be formed to bring to fruition these ideas that have been discussed by IDEA and Classified Senate, beginning in spring 2023. BethAnn expressed her full and enthusiastic endorsement of a collaboration with IDEA to form a Cultural Empowerment Committee and asked for Classified Senate's support. The Classified Senate accepted the development of a Cultural Empowerment Committee to collaborate with IDEA on ideas to embrace diversity and celebrate multiculturalism for Classified Professionals. Catt mentioned that they are primarily looking for subcommittee members from Classified Senate for brainstorming and planning and that IDEA and the Office of Equity and Inclusion should be available to support the activities. If you are interested in serving on this subcommittee, please email BethAnn and you may refer to her 9/15/22 Classified Senate Meeting summary email for the callout.</p>
6.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that Classified Senate Coordinating Council met last week and CCC Classified Senate is experiencing some challenges in filling their Classified Senate President, Vice President, and Secretary seats. Randy Gibson has agreed to step forward as an acting President because they've gone out twice for a President and a Vice President and have had no nominations and no elections have proceeded. If you know any Classified Professionals from CCC that you are comfortable reaching out to, please let them know what it's like to participate in Classified Senate and the advantages it brings. DGC also met and DVC Academic Senate discussed concerns around AB 928 and approved district-wide guidance for online attendance and participation. LMC Academic Senate had a deep discussion on civility and also discussed the frustration in the delay by one semester of the approval for the new Ethnic Studies Department. However, they've been told that this will be approved in early Spring 2023. The increase in release time for the Curriculum Committee Chair was discussed and approved, and concerns were expressed that BP 1030 does not align with State laws on protected classes and lacks acknowledgment of the State law and the policy itself. CCC Academic Senate conducted listening sessions on what Faculty would like to see this semester. DGC reviewed and discussed their membership and Chancellor Mojdeh Mehdizadeh is moving forward with the Associate Vice Chancellor/Chief Human Resources Officer hiring process. The IEPI PRT visits on DEI practices and framework with the District Office begins this semester and BethAnn has been invited to participate in those virtual visits, and she can update Classified Senate as the process progresses on a District level. For the first meeting of the semester between the Associated Student Presidents and Vice Presidents, they decided to meet in-person at CCC. Chancellor Mehdizadeh attended virtually and she communicated there was great attendance from all colleges in the District. Students voiced broad district-wide concerns and challenges with obtaining counseling appointments and receiving accurate information and expressed a lack of availability for some Student Services by phone. One student shared concern regarding that on their final exam there was a question about how they felt about the content in the class. Some students noted that instructors told them on the first day of the class that, because of its difficulty, they are unlikely to pass it, and students felt that this was setting them up in</p>

		<p>the beginning for failure. The Governing Board agenda was a study session so there was no report out, but future agenda items include an update on the Budget Review, review and discussion of the Emergency Conditions Recovery Plan, and reenactment of the National Hispanic Heritage Month resolution. DGC received their annual orientation on participatory governance in 4CD. This orientation included a review of District and State laws on participatory governance, the five areas of decision-making, AB 1725, as well as BP1009 and BP1012. The assessment of our participatory governance process takes place every two years. DGC also reviewed DGC's role and purpose, including the differences between participatory governance and collective bargaining obligations.</p> <p>B. Shared Governance Council: SGC has not met since the last Classified Senate Meeting.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM met and Dean Sabrina Kwist provided a reminder that it is LatinX Heritage Month and that there will be several great collaborations and activities, including a speaker series and Puente celebrations. More information will be forthcoming. The committee reviewed and confirmed membership for this semester and an update was provided on SEM 2.0. The convening of the SEM Academy took place in Irvine the first week of June and a culmination of this work (including post-convening and a follow up meeting) was outlined by Dr. Maxwell in the SEM logic model, identifying the project goal as the design and implementation of the Student Success Team model. The logic model included the need to identify resources, activities, deliverables, and impact. A brief history on previous work done on Student Success Teams was provided. Dean Kwist shared an update on the writing progress of the new Student Equity Plan (SEP) which is due to the State on 11/30/22 and she reviewed Equity defined and the purpose of the Equity Plan itself, which is meant to create institutional strategies that support equal outcomes for racially minoritized students. The SEP writing team worked over the summer and was responsible for gathering input through experts, focus groups, data, and group work to address the five areas of the plan. SEM was given an update from the leads of all five areas in which they share the DI populations identified for their respective areas, as analyzed in the data, and shared their progress and any challenges they experienced during the writing process. There will be a number of College Assemblies this fall where we will see the next draft and final draft as part of the shared governance approval process.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate Meeting.</p> <p>E. Planning Committee & ISLO Core Group: BethAnn Stone reported that Planning Committee met and Emma Blackthorne provided a District research update that they are working on collecting data on our LGBTQ+ student populations. This has been challenging due its small population size but they hope to cultivate this data by Spring 2023. They are also developing an FAQ's document to provide to all employees to help them identify and locate data in Tableau and to address common research inquiries. Planning Committee also approved their 2022-2023 goals and charges. Comprehensive Program Review launched on 9/1/22 and the training for the first instructional units took place on 9/2/22. The Comprehensive Program Review process webpage is live with a training calendar and instructional guides posted, and training videos will be uploaded later in September. The instructional units' trainings are organized by the five learning, major, and career pathways with trainings occurring most often on Fridays throughout the fall semester, with a few occurring on Thursdays. Year five reports have been uploaded to each of the templates and data is available for some (DSPS, EOPS, CARE, CalWORKS, and Counseling), but not all, of the Student Services. Data is still being worked on at the district level for learning communities. Trainings for Student Services will be held during the leadership team meetings in September and October, and for learning communities at their September coordinator meeting. Administrative units will receive training during their October council meeting. A work group was formed to review the EMP action plan submitted and to synthesize and summarize those into one cohesive report for the October planning meeting. Dean Sabrina Kwist provided a Student Equity Plan (SEP) update and emails have gone out to faculty and the selected sample course sections, and we will be doing online surveys to students who are first year and only taking online courses. BethAnn noted that LMC has 1,250 first year students who are online only.</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.</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate Meeting.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate Meeting.</p> <p>J. EEO Committee: EEO has not met since the last Classified Senate Meeting.</p>
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7.	Council Business	<p>A. Caring Campus Committee: Lawrence Punsalang provided an update on Caring Campus's activities. 200 t-shirts had been ordered, and at least 130 of these have now been given out to staff (including hourly), faculty, and student ambassadors, with around 67 shirts remaining. Please reach Lawrence if you or someone you know would like a shirt or a second shirt. Lawrence and Nicole Almassey had discussed that having a shirt with a new design each year, if funding is available, would be a great way to generate interest in Caring Campus and encourage people to wear them. Catt Wood mentioned that they would offer shirts to Student Workers at the Pittsburg campus Library. Caring Campus held its first informational session before the start of the semester on 8/16/22 and participation was strong. The session included an overview of Caring Campus, its activities and behavioral commitments, and introductions for participants. Teaming with Outreach and Student Life, Caring Campus also supported Welcome Week and welcomed our students. Please look for the next Caring Campus newsletter, which will be published in a few weeks, for photos from Welcome Week and the third "Caught Caring" recognitions. BethAnn remarked at how enjoyable Welcome Week was for herself and students and thanked Caring Campus for their work.</p> <p>B. Fundraising Committee: BethAnn Stone shared that the request for Classified Senate use of the Student Union Conference Center for the CS Holiday Gala was approved by Business Services. Grace Villegas has secured the band Project 4 for music and we are negotiating their booking fee. Considering this fee, BethAnn and Grace were thinking about setting the Gala ticket prices around \$40 to cover the band and food while allowing funds to be generated for Classified Senate scholarships. BethAnn is working with Leetha Robertson and the LMC Foundation regarding alcohol licensing and there will be a plated dinner, and she would like to work with our student ambassadors to see if they can participate (similarly to the Crab Feed). The Gala could also include a silent auction and opportunity drawing and would take the place of our holiday luncheon, on a Saturday evening. The attendance will be capped at about 200 people given the Conference Center's round tables, seating space, and room for dancing. Lawrence Punsalang has volunteered to serve on the Fundraising Committee and BethAnn will be scheduling their first meeting soon. Please reach BethAnn if you are interested in participating in joining the Fundraising Committee and/or supporting events such as the Gala.</p>
8.	Adjourn Meeting	Adjourn at 4:27 pm Action: M/S: C. Reyes/I. Sukhu (10-0-0)