

CLASSIFIED SENATE MINUTES
Monday, September 26, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

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

Attendees: Kathryn Anderson, Lisa Avery, Irma Gregory, Nadiya Korkuna, Mika Sugahara

Guest: Sabrina Kwist, Natalie Hannum

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<p>Welcome: BethAnn Stone welcomed the group at 3:04 pm.</p> <p>Announcements: BethAnn Stone and Dr. Sabrina Kwist, Dean of Equity and Inclusion, discussed Sabrina’s schedule and they decided that she would present the Student Equity and Achievement program (SEA) updates as a dedicated agenda item at the next Classified Senate meeting on 10/10/22.</p> <p>Sabrina Kwist announced that later in the semester LMC will be engaging in a staff climate survey. The date will be finalized on 9/27/22. During a four-week window, Classified Professionals and Managers will have an opportunity to talk about their experience, specifically from the perspective of their identities through a race-conscious lens. Last year our students participated in a campus climate survey as part of our three-year commitment with the USC Race and Equity Institute as we continue to stand against racism and its intersections. Sabrina will send out an invitation to the campus community to participate in the survey and it is designed so that no one at the District or campus will know your response. Please reach Sabrina if you have any questions and be on the lookout for her survey invitation email.</p> <p>Sabrina Kwist announced that the Office of Equity & Inclusion will hold its 11th annual Dreamer’s conference, Igniting the Dream, for family members, high school students, current students, parents, educators, and allies. It takes place at LMC on Saturday, 10/22/22, from 1:30 - 4:30 pm. Sabrina is seeking volunteers who are interested in becoming involved, and Managers are aware of this. She also shared that the conference will be more similar to a festival with financial aid and legal workshops and drop-in labs, vaccination stations, and also food trucks, games, and prizes. They are hoping to partner with Jason Dearman and Automotive to have the auto bay opened for a classic car display. For more information you may view the event flyer here. If you are interested in supporting by volunteering at the event, please contact Sabrina.</p> <p>Sabrina Kwist also mentioned that the Student Equity Plan (SEP) had been presented to Classified Senate previously and she remarked that it is critically important for the writing team around Equity to have feedback for the workplan. Classified Professionals who have an influence on transfer Math and English, enrollment, retention, completion, or feel like the college just needs to be doing better are encouraged to provide this feedback to inform the Equity workplan. What practice policy do you want to shift? What population we should be focusing on, based on the SEP data? If you have feedback to offer regarding these questions and/or proposed solutions to your observations, you have an opportunity to share your ideas through reviewing the SEP.</p> <p>Public Comment: Reggie Turner commented that volunteers are still needed for the upcoming Opportunity Fair on Tuesday, 10/25/22. If would like to volunteer, please visit this link to register.</p> <p>BethAnn Stone shared that because she is not feeling well, items on the agenda she was responsible for presenting might be shortened. BethAnn also asked to forego this meeting’s Classified Professional Spotlight item and to have the agenda amended accordingly since she was scheduled to spotlight herself, and she thanked the group for their patience and understanding.</p>

4.	<p>Approval:</p> <p>A. Agenda of 9/26/22</p> <p>B. Minutes of 9/12/22</p>	<p>A. Agenda Action: Motion to approve the 9/26/2022 Classified Senate meeting agenda, with one (1) revision to remove “Classified Professional Spotlight” from the agenda as the identified professional was unable to share. M/S: C. Wood/R. Turner (14-0-0)</p> <p>B. Minutes Action: Motion to approve the 9/12/2022 Classified Senate Meeting Minutes. M/S: I. Sukhu/C. Reyes (14-0-0)</p>
5.	<p>Presentation:</p> <p>LMC Guided Pathways Assurances</p> <p>Bylaws Review & Revision Updates</p> <p>Winter Gala – Fundraising Committee</p>	<p>A. <u>LMC Guided Pathways Assurances:</u> Natalie Hannum, Vice President of Instruction, presented the LMC Guided Pathways Assurances. For Guided Pathways, because we receive funding from the State, we’ve annually had to complete a Scale of Adoption Assessment, and that document is usually due in March. This year, another layer of documentation has been added, which is signing off on an Acknowledgment of Assurances, and Natalie shared this document. The Assurances ask that we've read the legislation and the respective Assembly bills or Senate bills related to Guided Pathways and that we attest we adhere to them, and that we tie Guided Pathways to other college initiatives such as AB 705 and our Zero cost textbook initiative, and to the SEA funds. When we certify this, we are saying that we align our Guided Pathways work to our Equity priorities and that we're ensuring learning for all, i.e., maximizing the amount of student aid or student financial resources that go to students, minimizing or reducing the costs of textbooks, and removing student barriers to accessing our tools. Our assurances include implementing excused withdrawal and pass/no pass regulatory changes, and using data informed practices which can be measured at the end of the year to determine if we've met relevant Key Performance Indicators (KPIs). Part of this is developing our workplan, which is an iterative process. We still have four working groups within Strategic Enrollment Management (SEM), but we really focus on three strategies: one is a one-year and two-year schedule build, the second is program sequencing and mapping, and the third is building out our Success Team model and staffing up our Success Teams within this year. The final parts of the Assurances are that we have certified that we integrate our work with our Student Equity & Achievement Program (SEP), we integrate our work around ADTs, we fully integrate the Zero-Textbook-Cost program, we integrate with the Adult Education program, and that we integrate our funding with our Strong Workforce program. Irene Sukhu has created a “Grants at a Glance” section on the Workforce Development webpage where you can see how some of the grant funds are divided both among Staff and Faculty, and then by project, and how these investments are being integrated with Guided Pathways. BethAnn Stone thanked Natalie for the information and Natalie encouraged Classified Professionals to attend SEM’s meetings, which meet twice a month. BethAnn added that, with Nicole Almassey accepting a position in Outreach, another Classified Senate member for representation to replace her on SEM is needed. For your reference and information, the GP Assurances 2022-2023 document has been attached to BethAnn’s 9/29/22 Classified Senate summary email.</p> <p>B. <u>Bylaws Review & Revision Updates:</u> The Bylaws Review & Revision Taskforce consists of Shondra West, Robert Delgado, and Cesar Reyes. Shondra will be leaving LMC this week to be teaching in the K-12 environment, and BethAnn Stone expressed how much she will be missed. Because of this, Shondra could not attend but she sent BethAnn the Bylaws which are ready for Classified Senate’s read process. BethAnn presented the Bylaws document and described its contents and she will provide it for Classified Senate to review. At the 10/10/22 Classified Senate Meeting we will schedule it for our first read. Shondra asked for a grammar check and small wordsmithing of the Bylaws. The Elections section has been slightly drafted for wordsmithing and consistency and also needs to be revised, but Shondra recommended waiting until we complete our next cycle, since we will have some Council positions, including BethAnn’s position as President, coming up in Spring 2023. Shondra recommended that the Elections Committee, which needs to be formed this fall, document their process and use the Bylaws to check which items should be added, kept, revised, or deleted. Paul West used to help with the Elections Committee and has left the college and Sandra Mills may not start again or serve next semester, so BethAnn is looking for someone who has been a Council Member for a while and is more aware of the previous processes to serve on the Elections Committee and provide guidance as we revise that section of the Bylaws. Consequently, we might decide as a Senate to hold off on approving the Elections section until we’ve had the opportunity to document our upcoming elections process. The Bylaws Review & Revision Taskforce spent considerable time last semester presenting the Bylaws for discussion at Classified Senate meetings to revise and clean up its sections, and BethAnn described some of these revisions. During the presentation, BethAnn also explained for new members in attendance some of</p>

		<p>the Bylaws, such as the organization of the Classified Senate Council, the Classified Senate Goals and Priorities, and the Election Cycle. BethAnn brought attention to new committees, like the Cultural Empowerment Committee, which may be added to the Standing Committees section of the Bylaws, and asked members to consider if JobLinks should remain included as a committee. BethAnn commended the Bylaws Review & Revision Taskforce for their time and excellent work revising the Bylaws and celebrated that the LMC Classified Senate is the only CS in the District with a full Council. If you would like to serve on the Elections Committee, please email BethAnn. The revised document has been included as an attachment to BethAnn's 9/29/22 Classified Senate meeting summary email for your review and feedback.</p> <p>C. Winter Gala – Fundraising Committee: BethAnn Stone provided a short update to the Winter Gala planning, primarily that she will be soon be scheduling the first meeting of the Fundraising Committee, with the Winter Gala being its main project. Irma Gregory reported that she had heard from a couple Classified Professionals that they cannot attend the Gala on a Saturday because that is a family day for them. BethAnn explained that part of the reason for having a Saturday event is because alcohol will be served which makes it easier to have a big event like this on a Saturday than it is on a weeknight. The Crab Feed was also held on a Saturday. Irma agreed that there will not be a perfect date that can accommodate everyone's plans and schedules. BethAnn offered that perhaps in the spring we could instead consider organizing a more family-oriented fundraiser, such as a carnival, where folks could bring their kids. Planning for a theme, food, decorations, ticket prices, and design of the ticket and announcement flyer will begin at the first Fundraising Committee meeting. BethAnn thought that if flyers were out and ticketing started by mid-to-late October, that would give people enough time before Thanksgiving and the holidays to buy their tickets. Nadiya Korkuna asked if the Gala is taking the place of a fall Fun Run, and BethAnn replied that Nicole Almassey previously organized the very successful Fun Run events and there are prizes left over. The Fundraising Committee will discuss the possibility of organizing a Fun Run this semester at their upcoming meetings. The Winter Gala will take place in the Student Union Conference Center on Saturday, 12/3/22. Please reach BethAnn if you are interested in participating by joining the Fundraising Committee and/or supporting events such as the Gala.</p>
6.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone shared that Classified Senate Coordinating Council (CSCC) and DGC meet next week. BethAnn reported that she participated in the Planning Resource Team (PRT) from the Institutional Effectiveness Partnership Initiative (IEPI), which is through the State Chancellor's Office. They send a resource team of colleagues in different positions from various California community colleges that have experience in an area of focus. All Senate Presidents were asked to attend this team visit on Diversity, Equity, and Inclusion (DEI) practices. The process will consist of a 4CD team which will total 80-plus people from the District Office, each college, and their satellite campuses. The Governing Board will participate in a survey as well. The college representatives were forwarded or identified with support of each college's President and the team also includes external members, internal members, and students. Various high-level college plans have already been forwarded to the Planning Resource Team for their information and Sally Montemayor Lenz is joining the team as a consultant to help facilitate the process. The first visit is primarily a listening session and will be held on 9/27/22 via Zoom, and BethAnn will have an update for us at the 10/10/22 Classified Senate meeting. For this session, the team will be asked about their current DEI processes and their input given their roles. The second visit is scheduled for 12/8/22 and this session will be for sharing feedback that was heard from the first visit and offering what's called a "menu of options" for the District Office to consider, which the 4CD Planning Resource Team would then review and decide whether to implement a particular plan, procedure, process, or practice to help forward DEI districtwide. The DO develops a strategy, and then a request is made to develop a budget for the funding. The District is given approximately \$200,000 to help advance DEI practices. During the third visit, which has yet to be scheduled, the District provides the Planning Resource Team with a progress report on what actions were taken from the menu of options, what success or improvements were made, and a summary of the expenditures so far. BethAnn also reported that the Classified Senate Presidents met with Chancellor Mojdeh Mehdizadeh and the main topic of discussion was how to encourage Classified Professionals to participate in Classified Senate and engage in CS activities and shared governance committees. Feedback and strategies were shared regarding this, and they also discussed the Classified Senate budgets, restrictions in its use, the disparity in comparison to Academic Senate's allotment, and how the budget allocations may be increased. The Classified Senate Presidents will meet again with</p>

	D	<p>Mojdeh in October.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC met on 9/14/22 and Eric Sanchez presented the Photography Certificate of Achievement. SGC reviewed the Mission, Vision, and Values, SGC position papers, and committee guidelines, and VPB&AS Carlos Montoya discussed RAP, its proposed timeline, and budget resource database (BRD) review for SGC. There were some questions that were raised regarding the timeline and the rubric, as well as the transparency of the process. October will be the initial review and discussion of the BRD and RAP rubric, which has not yet been completed. A committee will be formed to work on developing the rubric and the process, and bringing that to SGC for their review and approval. SGC is moving forward with a constituency-based budget committee which will review the Resource Allocation Proposals as well as the BRD. In November, scoring based on the rubric will take place and in December, initial proposals will be selected and brought forth to SGC for their review and approval, and then eventually submitted to the college President. In January, the President will review the submitted proposals and RAP decisions will be reviewed with SGC and announced to the college. There is still some HERP funding left, and it's one-time funding, and there are limitations on what we can use that funding for. SGC reviewed the Resource Allocation form, which was also emailed by Carlos on 9/12/22. SGC discussed holding workshops on RAP instead of College Assemblies to have opportunities for people to learn more about the process, for example, how to submit the form, when to submit the form, and how the BRD works. BethAnn will be able to share the draft outline of the RAP process at the next Classified Senate meeting. Academic Senate approved an increased load for their Curriculum Committee Chair and discussed RAP process, for example, recommending that for proposals which are not funded that the requestors be provided a response or reason why. The Student Senate (LMCAS) revised their Bylaws and meeting information and have filled eight of their 20 council seats. They also participated in district-wide collaboration for a student conference at LMC, organized like a JobLinks for students. Academic Senate and SGC will be working with the Curriculum Committee to review and revise the program approval process. Curriculum Committee is also trying to find a home for the Liberal Arts degree.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM met on 9/20/22 and she reiterated that with Nicole Almassey accepting a position in Outreach, another Classified Senate member for representation to replace her on SEM is needed. If you'd like more information or are interested in representing Classified Senate on SEM, please email BethAnn. SEM also reviewed the Guided Pathways Assurances and then discussed their meeting schedule and format; potentially shortening meetings and separating them out. VPI Natalie Hannum, who is also SEM Tri-Chair, will be sending out a poll to determine when a workshop can be held on transitioning from our SEM 1.0 plan to institutional practices and SEM 2.0, possibly using College Assembly time as a workshop. The SEM working group will be moving from thematic work to project-based work; instead of developing ideas, now the implementation of the one-year schedule, Success Team design and implementation, program mapping, and ZTC implementation. SEM also discussed creating a work template to help organize the projects for the work groups as they start meeting.</p> <p>D. Safety Committee: Mika Sugahara reported that Safety Committee met on 9/15/22 and reviewed their membership. However, Safety Committee will be operated as an operational committee, not as a Shared Governance committee. The Classified Senate needs two (2) Safety Committee Representatives to serve this academic year. For more information, please refer to BethAnn's 9/29/22 Classified Senate email, or contact BethAnn.</p> <p>E. Planning Committee & ISLO Core Group: Planning Committee has not met since the last Classified Senate Meeting.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>G. IDEA: Catt Wood reported that IDEA met, and a few were in attendance who had attended the NCORE conference in Portland and they talked about ideas they gained from the experience. Star Steers had shared that she attended some culturally relevant pedagogy that she's applied to her classes and that she'd like to continue to develop and spread to others at LMC. Courtney Diputado attended an impactful workshop icebreaker asking participants who they have recently "cancelled", which got everyone emotionally involved and discussing toxic social practices. IDEA reviewed a mini-grant application from a student who is seeking support for some Afghan refugees they have been helping. Catt reflected that, while this is not something the IDEA mini-grant supports, there is a need for this type of support at LMC and they would love to see a grant written for a program addressing this need. Catt attended a workshop at CLI pertaining to an existing special program at a college to help refugees achieve their academic goal as quickly as possible, factoring in ESL and certificates and working. Irma Gregory proposed that it could be developed by Diversity, Equity, and Inclusion, and BethAnn responded that she can lift the need to the IEPI</p>
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7.	Council Business	<p>A. Cultural Empowerment Committee: Catt Wood and BethAnn Stone are seeking Classified Senate members to join the Cultural Empowerment subcommittee for brainstorming and planning a series of collaborative events with IDEA to bring the campus community closer. Catt explained that IDEA and Classified Senate had both been discussing the holding workshops or panels about cultural empowerment and sensitivity. IDEA doesn't meet very often, so the committee of Classified Professionals would mainly focus on brainstorming the events, and then IDEA would assume more of the organization and funding responsibilities. If you have ideas for events and are interested in serving on this subcommittee, please email BethAnn or Catt and you may refer to BethAnn's 9/29/22 Classified Senate Meeting summary email for further information.</p> <p>B. Interim President Search Committee: With the announcement from President Bob Kratochvil of his retirement at the end of December, BethAnn Stone shared that there is a timeline and process that has been drafted to find an interim replacement. A search for a permanent President begins in spring with the hope to have a permanent college President in place by the beginning of the 2023-2024 academic year. The position of Interim College President will be announced today and the position will close 10/9/22. The Selection and Interview Committee will do their initial work on 10/13/22. Applications will be reviewed 10/14-10/18 and the committee will meet to determine the interviewees. Interviews will be conducted 11/2/22. Everything will be held via Zoom and there are no plans to hold the interview committee meetings or interviews themselves in person. BethAnn is seeking one Classified Professional who is interested in joining the Interim President Search Committee and who can commit to the timeline described above. For more information, please contact BethAnn.</p>
8.	Adjourn Meeting	<p>Adjourn at 4:30 pm Action: M/S: C. Wood/C. Reyes (12-0-0)</p>