

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
<ol style="list-style-type: none"> 1. 2. 3. 	<p>Welcome</p> <p>Announcements</p> <p>Public Comment</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm.</p> <p>Announcements: 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 & 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 & 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>Public Comment: 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>Approval: A. Agenda of 8/29/22 B. Minutes of 5/16/22</p>	<p>A. Agenda Action: Motion to amend and approve the 8/29/2022 CS meeting agenda to remove “Bylaws Review and Revision” under Council Business from the agenda. M/S: I. Sukhu/C. Reyes (11-0-0)</p> <p>B. Minutes Action: 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”. M/S: I. Sukhu/C. Reyes (10-0-1; N. Alfaro abstained)</p>
5.	<p>Presentation: CS Goals – Fall 2022 Priorities JobLinks 2022 Survey Results SEP Data Summary & Updates</p>	<p>A. CS Goals – Fall 2022 Priorities: 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"> • Goal #1 - Develop and promote additional opportunities for Classified Professionals to participate in activities that embrace diversity and celebrate multiculturalism. • 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. • 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. <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&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>



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 & Objectives document can be found at the LMC Classified Senate website, or can be viewed and/or downloaded by [clicking here](#). 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 <https://www.losmedanos.edu/intra-out/cs/> or contact BethAnn at bstone@losmedanos.edu.

- B. **JobLinks 2022 Survey Results:** 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.
- C. **SEP Data Summary & Updates:** 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>highlighted the accomplishments of the previous SEP, including many amazing initiatives to equitize food, mental health, technology, identity, and academic excellence. Sabrina shared the list of SEP approvers and explained that while Classified Senate does not act as a signatory, it reviews, approves, and gives feedback on the SEP through the shared governance process. Sabrina described the SEP writing prompts and how Classified professional experts may be asked to be part of a focus group to review or submit current practices. Then, Sabrina provided an example of the data SEP reviews. In the example given, SEP examined disaggregated data from the latest available year(s) for five course access metrics, from successful enrollment in students' first year to transferring to a four-year institution within three years. By identifying trends in disproportionate impact among these metrics the SEP actions will be informed. As an institution, the data is meant to make us conscious, curious, and accountable. The SEP Writing Team will be presenting the work of the first draft at the 9/6/22 SEM 2.0 meeting. Additional communications and opportunities for input and review will continue in September and October, including two (2) College Assemblies in fall 2022. The final report is due to the State by 11/30/22. BethAnn Stone thanked Sabrina for presenting and remarked that the slideshow's graphs and overall organization helped her absorb the information. BethAnn added that, regarding Program Review, the SEP data will notably include for instructional units student contact information, for those students in a given local, transfer, or certificate program. It will give Department Chairs and counselors contact information for students that are transfer prepared, which means that they have 60-plus units with a 2.0 GPA, but may or may not have completed English or Math, and it also provides contact information for those that are transfer ready, who have completed Math and English, with the 60-plus units and GPA, but are still enrolled.</p>
6.	<p>Committee Input and Report Outs</p>	<p>A. District Reports: 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 Jennifer 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. Shared Governance Council: SGC has not met since the last Classified Senate Meeting.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate Meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate Meeting.</p> <p>E. Planning Committee & ISLO Core Group: 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>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, 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>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>
7.	<p>Council Business</p>	<p>A. Fundraising Committee: BethAnn Stone summarized that at last semester's AFSCME/Local One & 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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CLASSIFIED SENATE MINUTES
Monday, January 30, 2023 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

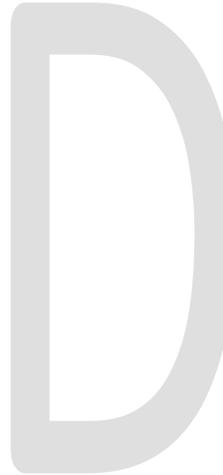
Council: BethAnn Stone – *President*, Reginald Turner – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*, Grace Villegas – *Council Member*

Attendees: Courtney Diputado, Irma Gregory, Nadiya Korkuna, Andrew Murphy, Leticia Rodrigues, Annica Soto, Mika Sugahara

Guest: Natalie Hannum

Item	Agenda	Outcomes
<p>1. 2. 3. 4.</p>	<p>Welcome Announcements Public Comment Classified Professional Spotlight</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:03 pm. Announcements: BethAnn Stone announced that the Classified Senate “A Night in Winter Wonderland” student scholarship fundraising gala is planned for Saturday, 2/25/23. Tickets are \$50 and may be purchased by Monday, 2/13/22 at either the Cashier’s window or online. You must be 21+ to attend. The event begins with a cocktail hour at 5:30 pm, followed by dinner from 6:30 to 10:00 pm. There will also be an opportunity drawing, dessert, and a silent auction for a secret item (hint: it is football-related). Opportunity drawing tickets are 10 for \$20 and they will be available for purchase with cash at the event. BethAnn emphasized how important the gala is, being Classified Senate’s last big opportunity this year to raise money. We want to boost our ticket sales, so please spread word of the event to your friends, family, and colleagues and encourage them to buy tickets to support our student scholarships. The band manager for Project 4 has been helping us promote by handing out flyers to their clients and fans. For detailed instructions on purchasing tickets and to view the event flyer, please refer to BethAnn’s “LMC Classified Senate Scholarship A Night in Winter Wonderland...” emails. BethAnn Stone announced that the California Community Colleges Classified Senate (4CS) Spring Gathering of the Senates will take place on Friday, 3/3/23 at Chabot College in Hayward, CA. This will be the first in-person Gathering on the Senates in over three years. The exact time, agenda, and link to register will be coming soon. This is an excellent opportunity to connect and engage with colleagues from around the State and to learn more about Classified Senate. If you are interested in attending, please mark your calendars with this date and the event flyer has been included as an attachment with BethAnn’s 2/2/23 Classified Senate Meeting summary email. BethAnn Stone shared additional updates from 4CS. 4CS will be taking over the Caring Campus initiative from the Institute for Evidence-Based Change (IEBC). The organization was given a grant to help with the transition efforts and the anticipated transition time is about 18 months. BethAnn suggested that someone from LMC Caring Campus attend the 4CS Spring Gathering of the Senates since it may provide more information, or possibly a breakout room or workshop, around the Caring Campus transition. 4CS has also had extensive conversations on the first read of 4CD 9+1 and they discussed exit forms for board members that resign or whose terms end. When it comes to academic and professional matters, Academic Senate has 10+1, most of which is related to areas such as accreditation, curriculum program, review, etc. Classified senate is looking to have a 9+1 so that we have a seat at the table during discussions, whether they be academic or professional. For a detailed report of the 4CS updates, please refer to BethAnn’s 2/2/23 Classified Senate Meeting summary email where they have been included as an attachment. BethAnn Stone announced that Local 1 will be holding elections this term for the 4CD Unit President position vacancy and they are looking for someone from LMC to serve on the union’s Elections Committee. If you are a Local 1 member and are interested in representing LMC on the Local 1 Elections Committee, please email Sandra Mills. More information will be forthcoming from Sandra regarding the upcoming Local 1 elections. BethAnn Stone shared that registration is open for a series of webinars called “Lift 2023”, which is a Classified Professional Leadership and Career Advancement Series developed and hosted by the Leadership Institute for Tomorrow in collaboration with the California Community College Chancellor’s Office. There are four webinars on</p>

		<p>Fridays from noon to one and the topics are inspired and informed by Classified Professionals' responses to the DEIA professional development needs assessment survey. The first webinar is on 2/10/23 and if you would like to register, please refer to BethAnn's 2/2/23 Classified Senate Meeting summary email for the attached "4CS_ LIFT 2023 Webinar Series Registration" document.</p> <p>Irma Gregory shared in the meeting's chat that the District has announced the selection of one finalist, Dr. Jeffrey Michaels, for the position of Associate Vice Chancellor, Human Resources.</p> <p>Public Comment: Vice President of Instruction Natalie Hannum welcomed the group to the spring semester, thanking Classified Professionals for their hard work and expressing her enthusiasm at hearing about the 9+1 efforts. Natalie noted the excitement and energy on campus and described the college's priority to encourage face-to-face classes in larger quantities to align courses to our facilities. While there appears to be an enrollment issue with students enrolling in asynchronous courses more quickly, that is not necessarily how they are learning best. Natalie shared that there are also two Deans positions that are out. The Interim Dean of Math and Sciences closes on 1/30/23 and the permanent Dean of CTE is also out. Natalie will share the details of these hirings once they become available. Natalie acknowledged Leticia Rodrigues and Michele Laruta, Administrative Assistant IIIs, and shared her delight at having them join the Office of Instruction. Natalie will return on 3/13/23 with an update for Classified Senate on Guided Pathways and Strategic Enrollment Management. BethAnn Stone thanked Natalie for the updates and welcomed the new Classified Professionals at LMC joining either from other campuses or outside of the district.</p> <p>Classified Professional Spotlight: The Classified Professional Spotlight was skipped this meeting since we did not receive a volunteer. The Classified Professional Spotlight activity is 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 (for about three minutes). If you would like to share about yourself at an upcoming Classified Senate Meeting, please contact BethAnn.</p>
5.	<p>Approval:</p> <p>A. Agenda of 1/30/23</p> <p>B. Minutes of 12/12/22</p>	<p>A. Agenda Action: Motion to approve the 1/30/2023 Classified Senate meeting agenda. M/S: S. Mills/C. Wood (13-0-0)</p> <p>B. Minutes Action: Motion to approve the 12/12/2022 Classified Senate Meeting Minutes. M/S: C. Wood/S. Mills (13-0-0)</p>
6.	<p>Presentation: 2023 Council Elections</p> <p>CS Goals 2021-24 Priorities</p> <p>Spring Brentwood CS Meeting</p>	<p>A. 2023 Council Elections: BethAnn Stone explained that the Classified Senate Council positions of President, Treasurer, and Grace Villegas's Council Member seat are up for election this spring for terms which will begin in Fall 2023. Elections are held the semester of each position's last term so the newly elected person can take over the following semester and we have a transition period. In the fall we will have two Council Members seats and the Vice President position up for elections, and the following spring, one Council Member seat and the Secretary position. For the upcoming elections T' Sendenia Gage and Lisa Avery have volunteered to join the Election Committee. Since each is new to the elections process, we could use more help with the number of people and amount of elections experience on this committee. If you are interested in being a member or co-lead on the elections committee, especially if you've participated in our elections process previously, please reach BethAnn or Sandra Mills.</p> <p>B. CS Goals 2021-24 Priorities: BethAnn Stone asked for consensus and approval of at least two goals that we would like to work on this semester. The group talked about these goals and the outcome of this discussion was a proposal to focus on Goals #2 and #5. Here is a summary of these goals and their objectives.</p> <ul style="list-style-type: none"> • Goal #2 - Develop strategies to create a culture of communication between Classified Senate, Classified Professionals, and within our LMC Community. • 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. <p>BethAnn explained that these goals and their objectives are more about the action plans and activities we do to advance the achievement of the goal that our objectives are aligned with. Last semester we prioritized Goal #1 and the Cultural Empowerment Committee met and discussed ideas for spring activities. The committee will reconvene</p>



this term to see which items may be pushed forward. Regarding Goal #3, BethAnn happily reported that attendance has increased in our Classified Senate Meetings over the last two semesters. Goal #5 is primarily related to fundraising and it is consistently a continuous goal. Classified Senate focuses on fundraising for our student scholarship awards each semester and these activities should always be included when evaluating our priorities. Catt Wood put forth Goal #1 as a priority, and also Goal #2 as a priority for later in the semester to organize for fall a Welcome Day for Classified Professionals. Sandra Mills also put forth Goal #2 as a priority and proposed having some sort of celebration for Classified Professionals given the challenges we've faced over the past year. Lawrence Punsalang agreed with setting Goal #2 as a priority since is particularly relevant to his recent experiences with Caring Campus. Lawrence describes these experiences in his Caring Campus Committee report out which may be found in Item 8.A. of these minutes. Irene Sukhu agreed with pursuing Goal #2 and commented about Objective 2.1, which is about developing a bi-monthly newsletter showcasing Classified Professionals and their work. Tying into the Caring Campus Committee's experiences writing the Caring Campus Newsletter, Irene thought it would be difficult to release it on a bi-monthly schedule due to the work it requires. BethAnn replied that as we move forward with the approved goals, Classified Senate will evaluate each of the objectives and develop our activities accordingly. For example, we may find during discussion that the Caring Campus Newsletter satisfies that particular objective. **Motion** to approve Goal #2 for the Spring 2023 priorities for the Classified Senate; Motion amended to include Goal #5 in addition to Goal #2 for the Classified Senate Spring 2023 priorities. **M/S:** S. Mills/I. Sukhu (14-0-0). An item devoted to discussing the objectives of Goal #2 will appear on the agenda for the 2/13/23 Classified Senate Meeting. The LMC Classified Senate 2021-2024 Goals & Objectives document can be found at the LMC Classified Senate website or can be viewed and/or downloaded by [clicking here](#). If you would like additional information on Classified Senate or are not sure how to become more involved, please visit our website at <https://www.losmedanos.edu/intra-out/cs> or contact BethAnn at bstone@losmedanos.edu.

- C. **Spring Brentwood CS Meeting:** BethAnn Stone explained that Classified Senate plans to hold one of our meetings this semester at the Brentwood Center. BethAnn asked Lawrence Punsalang if there was a particular meeting date and room that would work best for this. Lawrence responded that any of the CS scheduled meeting days would work well and that there is a conference room that he could reserve which would be an appropriate space. BethAnn proposed 4/10/23 as a date for the meeting and felt that it was far enough in advance to allow for Classified Professionals to make arrangements to come to the Brentwood Center in-person. Attending virtually will remain an option for those who cannot attend in-person. BethAnn will bring the CS Owl camera and the laptop we use for our meetings to host the meeting at the Brentwood Center. **Motion** to approve the Classified Senate's April 10, 2023 meeting in-person modality location to the Brentwood Center. **M/S:** S. Mills/C. Wood (13-0-0). Lawrence also recalled a time when an LMC van was used to bring students between campuses and he thought this could be offered as an alternative to carpooling or driving alone to the Brentwood Center. Lawrence will investigate who the contact person is for use of the campus van and share it with BethAnn.

7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone shared that the DGC meeting agenda was light with nothing of significance to report. The CSCC meeting was cancelled, but BethAnn reported that CCC Classified Senate President Brandy Gibson accepted a position at DVC and has therefore resigned. Stephanie Figueroa has stepped up and is now serving as the new CCC Classified Senate President.</p> <p>B. Shared Governance Council: SGC has not met since the last Classified Senate meeting.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</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: BethAnn Stone shared a report out from Courtney Diputado describing that there is no TAG meeting this month and that according to the chairs of TAG, their primary charge was to complete the Technology Strategic Plan. This was completed a few months ago and so TAG is apparently no longer meeting. BethAnn, Sandra Mills, and Catt Wood each expressed that it is concerning TAG is not meeting since technology issues still exist. For instance, Catt shared that their vendor for printing has gone out of business. BethAnn will raise these concerns to Interim President Pamela Ralston.</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 and will meet next in February.</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 and will meet next in February. Mika Sugahara reported that one of the EEO Co-chairs will be Rosa Armendariz, who is also our new Interim Dean of Equity & Inclusion. Rosa used to be at LMC, and has since been at DVC. BethAnn Stone asked Classified Professionals to welcome Rosa back to LMC if afforded the opportunity. Mika brought forward for approval the appointment of Denise Uribe as EEO Classified Senate representative to replace Raymond Tirado, who is no longer at the college. When this motion was brought forth, Irma Gregory shared her concern regarding the appointment of committee representatives who are not regularly participating in Classified Senate meetings, since they are the members who ultimately provide each meetings' committee reports. Sandra Mills pointed out that many of our committees have CS representatives who are not usually in attendance. BethAnn noted that for these committees the representatives work out between themselves who will attend each committee meeting and, in their absence, email BethAnn a report out for the CS meeting. Were we to require regular CS meeting attendance from all our committee representatives, this could introduce a problem that impacts our representation on committees. Irma continued to suggest that newly-appointed representatives introduce themselves at a CS meeting in advance of their reporting. Sandra thought that this topic was worth a lengthier discussion at a future CS meeting, since it potentially involves the changing of our Bylaws on committee appointments, and she amended her motion accordingly. Motion to approve the appointment of Denise Uribe to the EEO Committee (to replace Raymond Tirado); Motion amended to withdraw as more discussion is needed regarding attendance and regular report-outs of CS committee representatives. M/S: S. Mills/L. Punsalang (<i>Motion withdrawn</i>). Mika will share this development with Denise and extend an invitation to her to join us at the next CS meeting on 2/13/23.</p>
8.	Council Business	<p>A. Caring Campus Committee: Lawrence Punsalang thanked all who signed up to greet students for Welcome Week, and also everyone for assisting students throughout the first week of the semester. The next Caring Campus newsletter should be published in early February and the Classified Professionals from the Child Study Center will be featured. Lawrence shared a photo taken of the group for the newsletter. Caring Campus had hoped to spotlight the Buildings & Grounds Classified Professionals and they communicated with 19 employees. However, after nearly two months they had only received three replies. Because of this, Lawrence believes we should focus on Goal #2 in our goals and priorities. Many Classified Professionals have been on campus working but are not visible to us because their shifts are on late nights, mornings, or the weekend. As a result, they may not be able to attend Classified Senate meetings and have a limited access to CS communications. Lawrence thinks we need to prioritize reaching out to these individuals and providing them opportunities to be more involved in CS activities. Some of the staff in the Child Study Center have been with LMC 20 years or longer and have yet to participate in any LMC committee. Employee groups such as theirs should be reached out to and celebrated. BethAnn, agreeing with his</p>

		<p>points, thanked Lawrence and reflected on the last CS meeting of Fall 2022, when Sandra Mills and Sheri Woltz brought desserts and coffee from the meeting to the Buildings & Grounds night staff. BethAnn will be working with the night shift employees' manager to see if there is time that could be allocated during their shifts for Classified Senate, and she is collaborating with Sheri on having recordings of our meetings available for these employees to review and provide feedback on. BethAnn can also include the Child Study Center staff in the distribution of these recordings.</p> <p>B. Fundraising Committee: BethAnn Stone shared that planning for the Classified Senate “A Night in Winter Wonderland” fundraising gala is progressing and our decorations are nearly completed. Project 4 has agreed to lower their booking fee to help support student scholarships, which is a very generous and appreciated gesture. The Waterfront Grill & Café has also worked with us on the price and we have some amazing opportunity drawing prizes. We have restaurant gift cards, a beautiful ceramic bowl from Lucy Snow, many gift baskets, and one special item that will be up for silent auction. BethAnn hinted that it is an authenticated autographed football, but whose it is will remain a secret. Please spread word of the event to your friends, family, and colleagues and encourage them to buy tickets to support our student scholarships. We need to boost ticket sales and if we are not able to hold this event, we will not be able to award scholarships this year. For detailed instructions on purchasing tickets and to view the event flyer, please refer to BethAnn’s “LMC Classified Senate Scholarship A Night in Winter Wonderland...” emails.</p>
8.	Adjourn Meeting	Adjourn at 4:21 pm Action: M/S: S. Mills/C. Wood (11-0-0)

DRAFT

CLASSIFIED SENATE MINUTES
Monday, August 28th, 2023 3:00 – 4:30 pm
CC3-361/BRT-125 & ZOOM

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Sheri Woltz – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Lawrence Punsalang – *Council Member*, Catt Wood – *Council Member*

Attendees: Ninnette Alfaro, Irma Gregory, Connie Konsavage, Nadiya Korkuna, Mika Mobley, Annica Soto, Grace Villegas

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus Moment	<p>Welcome: BethAnn Stone welcomed the group at 3:02 pm.</p> <p>Announcements: BethAnn Stone announced that the Fresh & Natural cafeteria opened today at the Pittsburg campus. Irene Sukhu had tried a salmon bowl which earned a positive review. Irma Gregory asked if the cafeteria would be open on Fridays, and Sheri Woltz answered that the Friday hours were yet to be determined, and so were omitted from the announcement email. Health inspectors will visit on 9/7/23 and more details regarding the full hours of operation are expected to follow. For more information, please refer to Juliet Casey’s 8/28/23 “Pittsburg Campus cafeteria open now” email.</p> <p>BethAnn Stone shared that 9+1 was officially adopted at the California Community Colleges Classified Senate (4CS) Classified Leadership Institute. 9+1 for Classified Professionals is comparable to the 10+1 of Faculty, and will provide Classified the same involvement in the approval of items as they pertain to professional matters and matters of some instruction at the local, district, and state levels. Classified will not be included in items concerning grading, hence the 9+1 instead of 10. Interim Chancellor Mojdeh Mehdizadeh and LMC Academic Senate President Mark Lewis are each very supportive of 9+1 and BethAnn will be moving forward with our Classified Senate Coordinating Council to adopt 9+1 for our District, and implementing it as a board policy.</p> <p>BethAnn Stone introduced and welcomed Classified Senate’s two new Council Members. Our new Treasurer is Sheri Woltz, Building & Grounds Administrative Assistant and Use of Facilities Coordinator. Our new Classified Senate Council Member is Courtney Diputado, Technology Training & Development Coordinator. BethAnn also introduced the existing and continuing Classified Senate Council Members.</p> <p>Public Comment: At the Brentwood Center, BRT-125, the laptop is missing from the room and Nadiya Korkuna has connected her personal laptop to connect the Brentwood participants to the meeting. An IT ticket may need to be submitted to have the missing laptop replaced.</p> <p>Caring Campus Moment: Irene Sukhu announced that the Caring Campus “Who Got Caught Caring?” voting has opened. Please submit your nominations for Classified Professionals that you caught caring here by Friday, 9/8/23. The winner will be announced in the September 2023 Caring Campus newsletter. For more information, please refer to Irene’s 8/28/23 “[ACTION REQUESTED] Caring Campus “Who Got Caught Caring...” email. For the Caring Campus Moment, Lawrence Punsalang recognized all the hard work everyone’s been performing, including greeting students, helping students, and wearing Caring Campus badges, to support our students during a busy first week of classes.</p>
5.	Approval: A. Agenda of 8/28/23 B. Minutes of 5/8/23 C. Teleconference Waiver Form	<p>A. Agenda Action: Motion to approve the 8/28/2023 CS meeting agenda with one (1) correction to add “Item C. Teleconference Waiver Form Review & Approval” under Item #5. M/S: S. Mills/C. Reyes (12-0-0)</p> <p>B. Minutes Action: Motion to approve the 5/08/2023 Classified Senate Meeting Minutes. M/S: S. Mills/L. Punsalang (11-0-1; N. Alfaro abstained)</p> <p>C. Teleconference Waiver Form: Due to an emergency circumstance regarding family, Lawrence Punsalang requested a teleconference waiver for today’s CS meeting. Motion to approve the Teleconference Waiver Form for Council Member Lawrence Punsalang to attend the meeting virtually. M/S: I. Sukhu/S. Woltz (12-0-0)</p>

<p>6.</p>	<p>Presentation: CS 2021-24 Goals – Fall 2023 Priorities</p> <p>Fall 2023 Activities</p> <p>Participatory Governance Assessment Task Group</p>	<p>A. CS 2021-24 Goals – Fall 2023 Priorities: BethAnn Stone presented the Fall 2023 Classified Senate Goals, sharing the CS 2021-24 Goals and Priorities document. The Classified Senate Council held a retreat on 8/17/23 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 #4 and #5. BethAnn Stone reviewed and summarized these goals and their objectives.</p> <ul style="list-style-type: none"> • 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. • 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. Since Goal #5 is related to fundraising for student scholarships, it is a continuous goal for Classified Senate which we will focus on each semester. <p>The Classified Senate Council had discussed organizing more events that bring Classified Professionals together and create engagement with each other and the communities we live in and serve. Potential activities included a potluck barbeque at the park next to the Brentwood Center and an outdoor “music under the stars” event. We may work on developing a marketing video that highlights testimonials of our students who have achieved their goals through the Classified Senate Scholarship. Motion to accept Goal #4 and Goal #5 as our Fall 2023 priorities. M/S: S. Mills/S. Woltz (13-0-0). Classified Senate will review our priorities again at the beginning of Spring 2024, and at the beginning of the next academic year we will begin working on developing new goals and objectives for the next three-year period.</p> <p>B. Fall 2023 Activities: BethAnn Stone shared multiple resources which she and Irene Sukhu had received while attending a wellness workshop at Laney College. The first is a Self-Care Sheet, which employees can post at their workstation to help monitor signs of burnout and evaluate their wellness. The second is a sheet which describes “6 Simple Exercises to Do at Your Desk”. The third sheet offers “102 Self-Care Strategies”. Fourth, there is a Stress and Burnout Questionnaire. BethAnn asks Classified Professionals to complete the online Stress and Burnout Questionnaire for Classified Professionals that is linked here on or before 5:00 pm on Friday, 9/29/23. The questionnaire takes less than five (5) minutes to complete and your responses will remain anonymous. The information you provide will assist the Classified Senate in identifying strategies and resources, and developing activities to better support you. For more information and to download the “102 Self-Care Strategies” document, please refer to BethAnn’s 9/1/23 Classified Senate Meeting summary email. Another item that the CS Council discussed during their retreat were potential fall activities and BethAnn asked the group for their ideas. Nadiya Korkuna mentioned that the park next to the Brentwood Center is now open. BethAnn suggested that any event in the park should be planned for late September or earlier to avoid the rain and coldness of later months. The group thought that holding it on a Friday or Saturday would allow many Classified Professionals to bring their families. Lawrence Punsalang, Catt Wood, and Nadiya pointed out that the park does not have restrooms and the Brentwood Center parking lot may not be available when the campus is closed without assistance from Police Services. Sheri Woltz also explained that there are at least three alarms outside on campus which would prevent simple access to the parking lot and restrooms. Nadiya shared that the gates are closed at 5:30 pm on Fridays, and Catt added that Police Services may continue working until 7:00 pm and would ask them to confirm. Through an informal poll, Friday, 10/6/23 at 3:00 pm emerged as the best day and time for a BBQ potluck. BethAnn will contact the city of Brentwood regarding the park’s reservation and will create an invitation and form for attendees to indicate who they are bringing and what food they are signing up to bring for the potluck. BethAnn shared that the CS Council had brainstormed relatively inexpensive ideas for a fundraiser this semester. Plenty of materials remain from the last Fun Run, so organizing a Spooky Fun Run for October seems achievable. The previous Fun Run generated an impressive amount of funding for CS student scholarships and we would not need to purchase additional materials. Registrations can open up during the last week of September, and the Fun Run can begin on October 1st and end on October 30th. Participants could meet on the football field on the last day dressed in Halloween costumes and accessories to have their picture taken. Sandra Mills proposed that the Spooky Fun Run also culminate in a “Trick</p>
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		<p>Your Ride” event in Parking Lot “C”. The flyers and other planning information from previous Fun Runs can be acquired from Nicole Almassey and Robert Delgado. Classified Senate continued to discuss plans for a potential large fundraiser, a Crab Feed. One issue to consider is the location used, since due to the carpeting in the Student Union it is not an option. The date of the fundraiser is also important as it was still freezing cold in early March during the last Crab Feed. Sheri can investigate with Michael Schenone and Carlos Montoya the possibility of using the old cafeteria for a Crab Feed on a Saturday in March. Sandra Mills recommended that we consider the timing of other Crab Feeds that are planned that month to ensure that ours will appeal to the community. BethAnn has been in communication with Ken from Pacific Seafood, our previous vendor, for updates on the arrival of crab season. Ninnette Alfaro offered her notes and experience from working with Deborah Baskin and Nicole for 2019’s Crab Feed. We also need to acquire ice chests and buckets and determine where the crab can be marinated and stored. Sheri added that the new cafeteria company has a catering business and may be hired for the event. Classified Senate expects to form a Crab Feed planning group to organize the fundraiser. The Crab Feed fundraiser will be an agenda item for the next Classified Senate Meeting.</p> <p>C. Participatory Governance Assessment Task Group: Cesar Reyes presented the Participatory Governance Assessment Task Group Proposal. At SGC, there a task group has been assembled to evaluate the current governance structure for committees that may need to be eliminated or changed to a structure that doesn’t require the Brown Act procedures. The group would be comprised of two members from each of the constituents: Classified, Students, Faculty, and Managers. One member would be from SGC, and the second would not be an SGC member, with the goal of having everyone’s voice represented. Irene Sukhu reiterated the importance of having this representation and pointed out the timeline, which calls for a completed set of products due to SGC for initial review on 3/6/24. Classified Senate’s representatives, Cesar, Irene, and Nadiya Korkuna, will decide among themselves who will serve on the task force and BethAnn Stone shared that Irma Gregory was interested in serving as the non-SGC member. No other Classified Professionals in the group present expressed interest. Catt Wood remarked that the subcommittee seems to involve a lot of work for its members. BethAnn was reassured by Classified Senate having full representation on SGC and having opportunities for input, feedback, and outcomes as they become available throughout the process. BethAnn encouraged CS to reach out to her and our SGC representatives regarding concerns about the participatory governance assessment so they can be addressed on our behalf. Catt also asked if Faculty members were being paid or offered release time for their work on the task force, and Cesar replied that SGC has discussed compensating the student members, but nothing else has been decided yet. Sandra Mills pointed out that Classified Professionals are often offered overtime when a stipend should be requested. Motion to approve the appointment of Irma Gregory as the non-SGC member Classified Professional representative to the Participatory Governance Assessment Task Group. M/S: C. Wood/S. Mills (13-0-0). The Participatory Governance Assessment Task Group document is included as an attachment to BethAnn’s 9/1/23 Classified Senate Meeting summary email for your review.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: DGC has not met since the last Classified Senate meeting and next meets on 10/5/23.</p> <p>B. Shared Governance Council: Cesar Reyes reported that SGC discussed the Participatory Governance Assessment Task Group, which is detailed in Item 6.C. SGC also reviewed the budget, which is being presented to the Board on 9/5/23. While there are no ongoing funds for RAP proposals, there are some one-time funds available. SGC also discussed the cafeteria opening and mentioned there may be a coffee cart returning to campus, potentially to the Brentwood Center since there is no cafeteria there.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting.</p> <p>D. Safety Committee: Lawrence Punsalang reported that Safety Committee met and they reviewed vacancies on the Safety Support Team, discussed recently purchased safety equipment, and updated the safety maps. If you are on the list for the Safety Support Team, you should receive an email from Mika Mobley. A safety training will be scheduled for the members of this team.</p> <p>E. Planning Committee: 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: IDEA has not met since the last Classified Senate meeting. Catt Wood reported that IDEA continues to develop an informational video which explains what is expected from grant requests.</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting and next meets on 9/20/23.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p>

		J. EEO Committee: EEO has not met since the last Classified Senate meeting.
8.	Council Business	<p>A. Committee Vacancies & Appointments: BethAnn Stone explained that Classified Senate is looking for a third representative to serve on the Equal Employment Opportunity (EEO) Committee. BethAnn will check with Reginald Turner whether he is still serving on Sustainability Committee. BethAnn requested the appointment of Tatiana Pak as third representative on Shared Governance Council (SGC). Motion to appoint Tatiana Pak as SGC Classified Senate representative. M/S: C. Wood/I. Sukhu (12-0-0).</p> <p>B. Heritage, Identity & Recognition Work Group: Lawrence Punsalang shared that an off-campus multicultural event was held a few Saturdays ago in Antioch, and an LMC booth was organized for it. The Heritage, Identity & Recognition Work Group is preparing for on-campus events this semester, and if you are interested in being involved, please reach Lawrence, BethAnn Stone, or Robert Delgado. The group meets once a month.</p> <p>C. CS Budget Update: In the interest of time, this item was tabled until the next Classified Senate Meeting.</p>
9.	Adjourn Meeting	D. Adjourn at 4:32 pm Action: M/S: I. Sukhu/S. Woltz (10-0-0)