

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

Members Present:

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

Attendees: Myles Crain, Courtney Diputado, Irma Gregory, Michelle McQuaid, Melina Rodriguez

Guest: Carlos Montoya

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:06 pm. Announcements: BethAnn Stone brought attention to Eric Moss's recent emails pertaining to the Wise@Work app and the Mental Fitness Challenge. A 20 Practices Challenge will begin on 5/1/22 and Eric has asked if LMC Classified Senate is willing to join LMCAS and United Faculty in contributing to its prize pool. This item will appear on the 4/15/22 CS Meeting Agenda for approval and discussion. Eric also has planned a Job Links workshop on mental fitness. Bethann announced that the 34th Annual National Conference on Race & Ethnicity in Higher Education will take place in-person, in Portland, Oregon, from May 31st to June 4th, 2022. A team from LMC is being sent, and Dean Sabrina Kwist is accepting applications by 4/4/22 for those interested in attending. For more information, please refer to Sabrina's announcement email, or contact BethAnn. BethAnn also described the 4th Annual California Community Colleges LGBTQ+ Summit, a virtual conference being held on May 4th and 5th, 2022. All students, classified professionals, faculty, and managers are invited to attend this system wide conference, and please reference Sabrina's separate announcement email for more information. Public Comment: No comments.</p>
<p>4.</p>	<p>Approval: A. Agenda of 4/04/22 B. Minutes of 3/14/22</p>	<p>A. Agenda Action: Motion to approve the 4/4/2022 Classified Senate Meeting Agenda: M/S: M. McQuaid/L. Punsalang (10-0-0) B. Minutes Action: Motion to approve the 3/14/2022 Classified Senate Meeting Minutes: M/S: C. Wood/M. McQuaid (8-0-2; R. Turner and G. Villegas abstained)</p>
<p>5.</p>	<p>Presentation: Technology Plan Brentwood RAP Classified Senate-EMP Action Plans</p>	<p>A. Technology Plan: Dr. Carlos Montoya, VP of Business & Administrative Services, presented the Draft Technology Plan 2022-2028. This document is attached to Bethann's 4/6/22 Classified Senate Meeting summary email for your review and information. Carlos explained that the TAG Technology Plan Core Group has extended the planning horizon to 2028 to align with the self-study portion of the accreditation process. Carlos brought attention to the Table of Contents and Section 1. Introduction, and described how the group developed the Technology Master Plan Mission and Planning Process subsections. This is the second year that TAG has worked on the Technology Plan, with 2021 spent developing goals and objectives and gathering feedback, including a presentation to College Assembly. Carlos paused to take an informal poll of the Classified Professionals present to determine if they had knowledge of or had participated in the various rounds of feedback related to the Technology Plan. Based on the attendees' responses, Carlos offered to summarize the plan's history and background. The Technology Plan was originally developed with a planning horizon of 2020-2025, an aggressive goal that was set with the purpose of aligning with LMC's Educational Master Plan. Initial steps were to form TAG (Technology Advisory Group) and then to expand its membership through the Technology Plan Core Group, similarly to how EMP was expanded. Please visit the Technology Plan Core Group's site to view their timeline, tasks, and key documents. Within the Key Documents section there is a link to the Technology Plan Process Update which was presented to College Assembly on 4/12/21, and Carlos highlighted some key items from this update. The Technology Plan Core Group first</p>

reviewed existing documents important for the Technology Plan and identified the relevant goals, topic areas, projects, and initiatives. This information was organized into major themes using an online whiteboard, which grew into the Draft Goals and Objectives. Finally, the Goals and Objectives were sent to committees and the campus community at large for feedback. The task over summer 2021 was to draft the remaining supporting documentation, but unfortunately this timeline was derailed by the Brentwood Center's flooding and other events. In fall 2021 the Technology Plan Core Group grew in membership which added valuable perspective. The group reviewed the objectives and developed additional items for the Technology Master Plan draft, such as the draft of the RAP process, documenting and capturing Total Cost of Ownership (the complete cost of procuring, operating, maintaining, and disposing technology), and incorporating and centralizing within the plan any relevant policies and procedures. Carlos pointed out the Technology Refresh Cycle which describes how updates to lab spaces, computers, cloud storage service, and other categories of hardware and software are scheduled. Once the Technology Master Plan is approved, the Technology Implementation Plan would be developed in fall 2022 and ultimately sent to SGC for review. BethAnn Stone asked about the timeline for approval of the draft, and Carlos expressed that, ideally, it would be taken to SGC in April for feedback and approved by their last May meeting. Carlos provided a Sharepoint link for feedback to TAG for discussion at their 4/26/22 meeting: [Draft Technology Plan 2022-28 Feedback Form](#). BethAnn thanked Carlos for the presentation and praised TAG's work, and commented on the use of the word "compute" throughout the draft. Carlos clarified that "compute" is used in this example as a technical term to mean "processing".

B. Brentwood RAP: BethAnn Stone reported that at their last meeting SGC shared and discussed the feedback related to the Brentwood RAP proposals. Concerns were raised regarding the deferment of funding for student-facing classified positions versus the funding of permanent full-time positions for Buildings & Grounds and Custodial positions. After some discussion, the SGC Chair decided to form a constituent-based working group to meet with VPB&AS Carlos Montoya to review all the priorities that were funded and those that were deferred, and develop either alternate proposals for funding or to arrive at a collective compromise which satisfies the concerns of all constituent groups. BethAnn, Jennifer Saito (representing Academic Senate), and LMCAS President Luisa Velazquez met with Carlos and he provided context and information pertaining to the safety standards that need to be met at the Brentwood Center. For example, due to the nature of the equipment they handle a custodian cannot work on a site by themselves. Also, in addition to the Brentwood Center property Buildings & Grounds is responsible for maintaining surrounding properties that are owned by the college per agreement with the City of Brentwood. A contract with a landscaping business for this maintenance was considered inefficient and was discontinued, as at \$85,000/year it surpassed the cost of funding a full-time Buildings & Grounds position. A compromise that was considered during the meeting was funding some of the student-facing positions recommended for deferral as hourly positions that would be evaluated at the end of the academic year. While there is need for student-facing in-person services at the Brentwood Center, because of the pandemic it is not understood exactly the extent of this need. Funding these positions as hourly allows the services to be available to students while also evaluating their needs. This compromise was accepted by all constituent groups. BethAnn shared the revised Brentwood RAP proposals and described their recommendations. The proposal now includes "Variable Classified Short-Term Hourly funding assigned to the Center (not department) designated to support admin assistant II/program assistant, library/tutoring, and grounds worker. These funds would be subject to annual evaluation for ongoing needs of the Students/Center". The Admin Assistant II/Program Assistant would be stationed at the information Welcome Desk. VP Natalie Hannum has been working with the Library Department and the Center for Academic Support to propose a Library/Tutoring position which could support both services, and an hourly rather than permanent full-time Grounds position was also proposed. At the end of the next academic year these positions and their allocated hours would be evaluated to determine if students' needs are being met and what changes or adjustments can be made to best do so. BethAnn explained that the proposals to be deferred remain the same and noted that Biology accepted the deferment of a full-time Biology Lab Coordinator position since approval of a Science Lab Technician position was included. Also, the Brentwood Library has stated that funding of an Adjunct Faculty position was not as high of a priority as the staffing of a Classified Professional position. Irma Gregory requested clarification of the Admin Assistant II/Program Assistant position and if and how the job description will match the duties performed, and BethAnn and Carlos explained that the position will be either Admin Assistant II or Program Assistant, and that further discussions will take place to evaluate the need and determine how the position

		<p>will be classified. Carlos pointed out that having the position funded as hourly will help create this clarity before a final decision is made. Lawrence Punsalang asked if the potential Admin Assistant II/Program Assistant would report to a manager at Brentwood or at Pittsburg, and Carlos replied that there are benefits to each arrangement which will require further discussion and evaluation to be decided. BethAnn indicated her regard of the revisions as a compromise which meets students' and the Center's needs and asked for and received an informal approval of the recommendation from Classified Senate. BethAnn expressed that she and Irene Sukhu will communicate this agreement to SGC at their next meeting and Carlos recognized BethAnn for her contributions to the revision. The revised Brentwood RAP Proposals are attached with BethAnn's 4/6/22 Classified Senate Meeting summary email for your review and information.</p> <p>Classified Senate-EMP Action Plans: BethAnn Stone presented the completed Sections 1 and 2 of the eLumen Classified Senate-EMP Action Plans which you can find attached to BethAnn's 3/30/22 Classified Senate Meeting summary email. The purpose of the Action Plans template in eLumen is to better document and record the work that the various committees, plans, initiatives, and groups conduct on campus to further advance achievement of our Educational Master Plan objectives. At the 1/31/22 Classified Senate Meeting we discussed our 2021-2024 Classified Senate Goals and Objectives and discussed prioritizing two goals for the academic year, Goal #1 and Goal #3, which were then entered into our eLumen Classified Senate-EMP Action Plans. Goal #1 is to develop and promote additional opportunities for Classified Professionals to participate in activities that embrace diversity and celebrate multiculturalism, which Classified Senate can advance by organizing Job Links and other activities, such as a Diversity Day. Goal #3 is to increase by at least 10% the number of Classified Professionals participating in LMC, 4CD, and state committees, activities, and professional development opportunities, and BethAnn highlighted our marketing activities, collaboration opportunities, and plans for organizing the Holiday Luncheon and tabling. Irma Gregory asked if we can quantify the number of Classified Professionals currently involved in these activities to measure a 10% increase. BethAnn replied that there is accounting of the number of Classified Professionals representing Classified Senate on various committees and groups, including Classified Senate meeting minutes. Rosters are also available from activities such as Opening Day, College Assemblies, the Holiday Luncheon, and Job Links. An attendance or roster can be compared with that of the previous academic year to calculate increases in participation. The group agreed through an informal poll to approve the completed Sections 1 and 2 of the Classified Senate-EMP Action Plans.</p>
6.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that Classified Senate Coordinating Council held a virtual retreat on 3/28/22 with Council Members from all three colleges and the District in attendance. Topics of discussion included the challenges districtwide with attendance and participation from Classified Professionals in overall activities, specifically senate meetings and senate committees. It was decided that more professional development is needed concerning Robert's Rules and the Brown Act, so Classified Senate may offer a condensed workshop on these subjects. To build membership, one college is working at changing their bylaws to include hourly Classified Professionals as voting members. Ideas for recruiting events were also discussed such as offering food or encouraging Classified Professionals to bring a friend to meetings. Developing Classified Nexus was proposed, as well as including information about Classified Senate in new hire packets. Classified Senate Coordinating Council has decided to move forward to begin work developing 9+1 at the District level and during discussion the group agreed that Chancellor Mojdeh Mehdizadeh would be the perfect Chancellor with whom to advance these efforts. Lawrence Punsalang remarked that, compared to the other senates, LMC's Classified Senate has no Council vacancies and he praised our Classified Senate's progress, fundraising, and communication, and BethAnn's leadership.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC met 3/23/22 and the main item of discussion was the Brentwood RAP Proposals. SGC also reviewed and approved their EMP action plans and there were presentations on two degrees and/or certificates which are scheduled for approval at SGC's next meeting. A Public Health Associate Degree for Transfer was presented on by Colleen Ralston and this ADT would provide a pathway for students to Kinesiology and Public Health programs at our CSUs and UCs. There was also a presentation on a Certificate of Achievement in Hip Hop Studies, which includes 18 interdisciplinary units and is offered as a summer cyber session to help increase flexibility for our students. Please email BethAnn if you are interested in receiving the links to these presentations.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM is seeking 2-3 Classified Professionals to</p>

		<p>participate in the SEM Academy and serve as members of the SEM 2.0 Team. If you are interested in participating in this team, please email BethAnn with your interest by 5:00 pm on Monday, 4/19/22. The LMC SEM 2.0 application document for your reference and information is included as an attachment with BethAnn's 4/6/22 Classified Senate Meeting summary email. There was also discussion regarding changing the meeting schedule of SEM to meet twice a month for an hour and a half each time, rather than for one 3-4 hour meeting per month. A new dynamic template was launched for the 2023-2025 Student Equity and Achievement Plan and is meant to inform institutional plans. New student success metrics have been launched and a constituent-based Student Equity and Achievement (SEA) writing team has been developed to draft that plan. They will begin meeting on 4/5/22. SEM also discussed Seed funding integration with SEM and short-term and long-term planning to ensure that the funding ties into the SEM priorities while also continuing the equity-driven practices, professional development, and activities that have been previously outlined and funded through Seed. Dave Belman provided an update pertaining to marketing in-reach/outreach about the development of a comprehensive calendar for communications to students. The calendar will help prevent students from being inundated with too many targeted communications by outlining when and from whom emails and text messages are sent from the various departments and student support and services. Strategic Scheduling Group is still working on sequencing, and Distance Education is preparing their roadshow to the senates for final approval of the Distance Education strategic plan. Janith Norman will join the 4/18/22 Classified Senate Meeting to present an overview of the new plan and its implementation.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee & ISLO Core Group: Although Planning Committee has not met BethAnn Stone has included the latest draft of the Comprehensive Program View Template approved by Classified Senate as an attachment with her 4/6/22 Classified Senate Meeting summary email for your review and information. Once Planning Committee approves the template's design in May, the next steps are for BethAnn to develop the individual templates in eLumen for each section. There continues to be discussion with VPSS Tanisha Maxwell and her team regarding if and how program review of learning communities may be embedded within Student Services in the template.</p> <p>F. TAG/Technology Plan Core Group: Please refer to Item 5A. Technology Plan of these minutes for VPB&AS Carlos Montoya's presentation on the TAG Technology Plan.</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: Irma Gregory reported that District EEOAC's main activity has been the EEO plan work. EEO has not met since the last Classified Senate meeting.</p>
7.	Council Business	<p>A. Scholarships Committee: BethAnn Stone shared that Scholarship Committee met and decided to move forward with the application scoring rubric that was developed during the last cycle. Based on our remaining funding (~\$3,400), the funding raised from the Fall Fun Run and payroll donations (~\$5,100), and keeping a balance of \$1,500 in the scholarship account, BethAnn and Scholarship Committee requested a motion for Classified Senate to approve \$7,000 in awarded scholarships in spring 2022. Action: Motion to approve four \$1,000 scholarships for transferring students and six \$500 scholarships for continuing students, for a total of \$7,000 in scholarship awards. M/S: C. Wood/M. McQuaid (9-0-0).</p> <p>B. Job Links 2022: BethAnn Stone reported that Job Links Planning Group has met weekly since February and she shared the event flyer, which was included with BethAnn's 4/12/22 save-the-date email to Classified Professionals. Chancellor Mojdeh Mehdizadeh has agreed to serve as our guest speaker, but not in the capacity as Chancellor. Mojdeh will speak about her experiences starting off as a student worker and advancing to where she is now as Interim Chancellor of the District. There will be a small panel from each college and an opportunity to ask questions or submit questions beforehand. Eric Moss's Mental Fitness Challenge workshop, Colleen Ralston's workshop on physical fitness at work (including a tour of the new kinesiology athletics complex), a workshop around equity in teams, and a Gretchen Medel's CPR and first aid workshop have all been confirmed. BethAnn will be working with Jessica Martin and Dean Sabrina Kwist on getting everything completed on GROW to allow people to register. Our theme is "All in Flavor" and we will be giving out Blue Bunny sundaes at the end of the day. BethAnn thanked Andrew Murphy, Sheri Woltz, and Michael Schenone for their collaboration on approving the sundaes and</p>

		<p>organizing their purchase and freezer storage. If you have any Job Links feedback or ideas for workshops, please email BethAnn.</p> <p>C. Graduation Ceremony Name Readers: BethAnn Stone explained that multiple attempts to HR to request the names of recent Classified Professional retirees have gone unanswered. The three nominees that had been put forth to act as Graduation Ceremony Name Readers at the spring Graduation Ceremony were Diane Ferguson, Diane Ahlborn, and Eva Monteverde. BethAnn had invited Classified Professional of the Year Teresa Ferguson as a reader, but she is not available. BethAnn proposed that Classified Senate select two of the three recent retiree candidates and the remaining candidate can be an alternate in case a reader is unable to attend. BethAnn accepted votes for the candidates by direct message and email through an informal vote.</p>
8.	Adjourn Meeting	Adjourn at 4:34 pm Action: M/S: I. Sukhu/C. Wood (9-0-0)

DRAFT

CLASSIFIED SENATE MINUTES
Monday, March 13th, 2023 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*, Catt Wood – *Council Member*, Grace Villegas – *Council Member*

Attendees: Ninnette Alfaro, Lisa Avery, Courtney Diputado, T'Sendenia Gage, Irma Gregory, Nadiya Korkuna, Gretchen Medel, Annica Soto

Guest: Natalie Hannum

Item	Agenda	Outcomes
<ol style="list-style-type: none"> 1. 2. 3. 4. 	<p>Welcome</p> <p>Announcements</p> <p>Public Comment</p> <p>Classified Professional Spotlight</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:04 pm.</p> <p>Announcements: BethAnn Stone announced that beginning with our 4/10/23 Classified Senate meeting, we will alternate the Classified Professional Spotlight with a new project called Caring Campus Moments. Our Caring Campus Coaches Team, Nadiya Korkuna, Irene Sukhu, and Lawrence Punsalang attended their first coaching training session and brought back with them this particular project. Lawrence offered further explanation, describing it as a team building icebreaker. We would start the meeting with an opportunity for attendees to share with the group a positive experience they recently had with a student, like an example of a Caring Campus behavioral commitment such as warm hand offs or the ten-foot rule. BethAnn thanked Lawrence for the details and asked the group to keep this activity in mind for the next CS meeting.</p> <p>Public Comment: Outreach Program Coordinator Ninnette Alfaro shared with the group a number of updates from Outreach. The Outreach department recently merged with K-12 and have been going close to a year with the Adult Education team. Since last August, Outreach has welcomed over 400 high school students through Career Focus Friday events, in which students from our partnering high schools are visit the campus and attend dedicated workshops from departments. For example, on 3/10/23, the Career Focus Friday was dedicated to Industrial Technology and the trades. Ninnette announced the upcoming Senior Saturdays for two Saturdays in April, on 4/22/23 and 4/29/23, from 9:00 am to 1:00 pm. These days are dedicated to our partnering high school seniors who are interested in attending LMC after graduation. There is a resource fair planned for lunchtime, so if you are interested in tabling and introducing yourself to these students on these Saturdays, please contact Ninnette or Nicole Almassey. Irene Sukhu asked what time participants should be there, and Ninnette replied that tabling is from 10:30 am to 1:00 pm. Annica Soto asked if parents can attend the workshops, and Ninnette explained that the workshops are dedicated for the students because we want to expose them to what a typical college class might be like. In the future there will be a separate, dedicated parent/guardian/family workshop event. Catt Wood asked if any Senior Saturday events would be held at the Brentwood Center, and Ninnette explained that although none are currently planned for this year, there will be an event called High School Senior Registration Day. These are educational planning workshops in conjunction with our Counseling department so that graduating high school seniors who have completed the three early registration steps can actually register for classes. There are two events, one at the Brentwood Center on Friday 5/5/23, from 2:00 - 5:00 pm, and another at the Pittsburg campus on Saturday, 5/6/23, from 10:00 am – 2:00 pm. Outreach has also been holding Talk About it Tuesday events, organized by T'Sendenia Gage. There are many parents, guardians, or family members that may be interested in attending LMC, perhaps in taking a class with their high school student or looking for a different career path. “Talk About It Tuesdays” are for students who either need to fill out an application or would like to know more information about the programs and services available to them and they will happen every third Tuesday of the month. The first was held on 2/21/23, the second on 3/21/23, and the next will be on 4/18/23. These occur in the evenings from 5:30 to 7:00 pm to accommodate working adults. Please share the news about these events to anyone in your communities who may be interested. BethAnn thanked Ninnette and the Outreach team for their great work.</p> <p>Classified Professional Spotlight: Lawrence Punsalang volunteered to share about himself for this week’s Classified Professional Spotlight. Lawrence is Program Assistant in DSPS at the Brentwood Center, and started as a student at</p>

		<p>LMC in 2001. While earning his AA, Lawrence worked as a Student Worker and Hourly at the both LMC and DVC for the Bookstore, EOPS, and Counseling, to name a few. He gained a permanent position as DSPS Program Assistant at CCC in 2014, then transferred to DVC, and then to LMC at the Brentwood Center. The Classified Professional Spotlight activity is an agenda item every other week 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 Stone.</p>
<p>5.</p>	<p>Approval: A. Agenda of 3/13/23 B. Minutes of 2/27/23</p>	<p>A. Agenda Action: Motion to approve the 3/13/2023 Classified Senate meeting agenda. M/S: C. Wood/L. Punsalang (13-0-0) B. Minutes Action: Motion to approve the 2/27/2023 Classified Senate Meeting Minutes. M/S: I. Sukhu/C. Reyes (13-0-0)</p>
<p>6.</p>	<p>Presentation: Chat with the VPI Joint Senates Meeting Classified Professionals Appreciation Day</p>	<p>A. Chat with the VPI: In the interest of our guest’s schedule, Item 6 was moved to precede Item 5 of the agenda. Natalie Hannum, Vice President of Instruction, presented an update on things happening in the Office of Instruction and offered to answer questions from the group. Natalie shared that since Grace Villegas switched over to Curriculum there is currently an opening for the Senior Academic Scheduling Specialist position. Irene Sukhu recently took another opportunity at the college, so there are upcoming admin opportunities in the Office of Instruction. With regard to deans, Dr. Nicole Trager came in as Interim Dean of Math and Sciences behind Dean Ryan Pedersen, who was recently promoted. We are also interviewing for the permanent Dean of Career Education, which is coming up on April 1st. Natalie invited questions from the group. Catt Wood requested the current face to face versus online percentage of courses offered and asked if there were plans to expand this in the fall, and if so, what percentages we are hoping for. Natalie explained that hard percentages haven’t been put out, but what we are seeing over the last three semesters is less asynchronous online and more face to face. Natalie estimated that right now we’re at 41-42% face to face, with the other percentage some type of asynchronous online or hybrid. We know that some areas are back fully face to face, and how we’re making those decisions is based upon a pedagogical alignment to the learning outcomes and the facility investment. So, for instance, Kinesiology, Fitness, Welding, Auto Technology, Fire Technology, Nursing, a lot of the Biology and Chemistry labs, those are all in person hands on for the most part. The data shows students are still overwhelmingly enrolling in asynchronous online but we’re taking a hard look at the data regarding success rates. So, departments are being asked to schedule for all modalities and we’ll continue to let in-person classes run low since students are still gravitating to the asynchronous online. From anecdotal observations of campus activity and hearing and listening to students, they may have indicated that they want asynchronous online modality and those classes fill up very quickly. But we are also hearing students’ desire to be on campus. Natalie remarked on the growth in campus energy and activity compared to a year ago. Natalie thanked Catt and praised their work on campus and how their observations led to extending Library hours on Wednesdays and Thursdays to 5:00 pm, among other insights, and described how important Classified Professionals are in providing data and recommendations to leadership. Gretchen Medel asked if there was an update on the cafeteria reopening for the fall. Natalie replied that the Food Service vendor is going out to bid and hopefully we’ll have a vendor picked by July 1st. Natalie clarified that she uses “Food Service” because we’re unsure if it will be a true cafeteria-style like the old one now that it is in the Student Union. The food trucks are scheduled to continue throughout the semester. BethAnn Stone asked if there have been any discussions in Administration about updating the signage and maps in the old part of the campus to prevent students from walking all the way to the wrong side of campus to find the Bookstore and cafeteria, which have moved or are being moved. Natalie thanked BethAnn for bringing this to her attention and asked for everyone to please let her or Interim President Ralston or VPSS Maxwell know if you see something specific such as this, and they can add it to their list of items that need to be addressed. BethAnn thanked Natalie for the presentation and added that she can be emailed as well if you’d like, and she can forward feedback or suggestions to leadership on your behalf.</p> <p>B. Joint Senates Meeting: BethAnn Stone explained that the Joint Senates Meeting for Classified Senate, Academic Senate, and LMC Associated Students (LMCAS) will take place on 3/20/23 from 2:00 – 4:00 pm in room L109. It is a little bit earlier than our usual meeting time and a bit later for the students, so this was selected as a time that works for everybody. This meeting will be held virtually and you can also attend at the Brentwood Center in room 135. Academic Senate has graciously volunteered to provide pizza for both locations. This is not a formal meeting so there will be no motions or passing of minutes. The time will be designated for all three Senates to come together</p>

		<p>and talk about issues of concern for each group, and to try to find common ground together for solutions that can move us along a path of reengagement with our colleagues, students, and community. Irene Suhku asked who would be facilitating the meeting, and BethAnn replied that the Academic Senate President and LMCAS President will facilitate more of the in-person logistics, while she will facilitate the meeting’s hybrid component and monitor the chat along with Abbey Duldulao. BethAnn will also help lead the Classified Professional portion. BethAnn asked the group to email her with any potential topics, items, or notes of positivity we would like to bring forth or highlight at the joint meeting. For example, a note of positivity has been Academic Senate’s full support of the Classified Senate’s pursuing of 9+1 district-wide. When it comes to academic and professional matters, Academic Senate has 10+1, most of which is related to Faculty purview, participation, communication, interest, involvement, and approval of items in academia such as accreditation, curriculum, program review, pedagogy, scheduling, assessment, etcetera. Classified Senate has long held the strong feeling that we also need to be involved in, participate, and be a part of the approval of items as they pertain to professional matters and matters of some instruction. Some of the State community colleges have passed their own internal 9+1, but developing a 9+1 for the Classified Senates at the State level has been in the works for a long time. Chancellor Mojdeh Mehdizadeh has also been strongly in favor of it and the California Community Colleges Classified Senate (4CS) has successfully passed and approved their 9+1. 4CS is now beginning work with the District on developing 9+1 and making it a District policy or procedure. Catt Wood mentioned the results from the Student Equity Survey, which indicated a lack of students feeling included and welcomed. Catt proposed that we ask LMCAS for feedback or brainstorming on things we can do as Classified Professionals and as a campus to remedy this. Cesar Reyes was interested in hearing about how students are receiving tech support and what they need more support with. Irma Gregory thought it would be interesting to hear from students how they can support Classified Professionals in growing connectivity and narrowing the gap between faculty and staff in their presence on campus. The group discussed the topics of disparity and connectivity, and Irma suggested that a communication or resource that introduces new Faculty members to the college could help Classified Professionals get to know faculty better. BethAnn agreed that it is important that we, as Classified Professionals, know when someone is new on our campus so we can welcome and encourage them, answer questions, and let them know they’re supported. This makes a difference in keeping people at our institution and making them feel welcome and engaged in college activities. For more information on the Joint Senates Meeting, please refer to BethAnn’s 3/15/23 “LMC Joint Senates Meeting and PIZZA...” email.</p> <p>C. Classified Professionals Appreciation Day: BethAnn Stone presented Classified Senate’s recent plans for having a bowling night for Classified Professionals Appreciation Day. The next steps are to decide a date, discuss its costs, and identify someone who can create an event flyer. Delta Bowl is the location, since it is so close to the LMC Pittsburg campus. Their best pricing is the Zone package, which for Mondays through Thursdays is \$220 for two lanes, with up to six people per lane. The last time that we organized bowling we had four lanes for two hours, which seemed to work well, which would cost around \$450. This also includes one large one-topping pizza, with additional one-topping pizzas available to purchase for \$21 each. BethAnn is seeking from Classified Senate approval to spend up to \$600 for this event. All permanent Classified Professionals will be invited to attend. As we discussed at the last meeting, it would be too difficult to pay in advance for families to also be invited. We decided at the last meeting that a Thursday would work best, and at the same time that Robert Delgado had the last bowling night at, from 5:30 to 7:30 pm. BethAnn proposed either 4/20/23 or 4/27/23 as the Thursday for this event. Irma Gregory asked if we could bring outside food to save money, and BethAnn explained that outside food is not permitted, except for vegetable, cheese, and fruit trays. BethAnn thought that picking up a few trays from Costco would be a good idea to provide variety and healthier options. Sodas will also be available and everyone is welcome to purchase something separately if they would like. BethAnn thought that April 27th might be a preferred date since it is right before we head into the busy part of the semester that happens at all educational institutions around the end of the academic year. Cesar Reyes volunteered to design the event flyer. Motion to approve the expenditure of up to \$600 for a bowling extravaganza on April 27th at Delta Bowl from 5:30 p.m. to 7:30 p.m. for Classified Professional Appreciation. M/S: S. Mills/C. Reyes (13-0-0). For more information on Classified Professionals Appreciation Day Bowling Night, please refer to BethAnn’s 3/16/23 Classified Senate meeting summary email.</p>
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that the Classified Senate Coordinating Council (CSCC) met on 2/28/23 and they reviewed the 4CD Employee Wellness work group proposal that was brought forth at the last DGC meeting, and the need for representatives from each college in each constituency group to be included as part of that work group. The Board Policy 4014 revisions were reviewed. Arthur King was announced as the candidate for the</p>

District Classified Professional of the Year. His name will be put forth and the ceremony will occur at the April Governing Board Meeting. CSCC will be holding a retreat on 3/23/23 and Classified Senate Council members are invited to attend. It will take place at the District Office, in-person only. BethAnn will be providing a presentation to the group about Brown Act and Shared Governance representation, with discussions on 9+1 and an overview of our accounting and budget procedures as we continue to strive forward to have our budget increased. Management reported that they are looking at holding an LMC Employee Appreciation Day in May of this year rather than April. At DGC, BethAnn reported that positions have been posted for both the LMC and CCC President positions. Sally Montemayor-Lenz and Timothy Leong have worked together with the writing group to develop the Institutional Effectiveness Report, which is ready to be sent to the Institutional Effectiveness Partnership Initiative for the Planning Resource Team grant that was awarded to the District for advancement and work related to DEI (Diversity, Equity, and Inclusion). After the report is sent, we should be receiving SEED money, and then work will begin on the various projects and initiatives that were outlined in the framework and plan. DGC reviewed the Governing Board agenda, including resolutions to support National Women's History Month and declaring March as American Red Cross Month. Student Trustee Kevin Ruano Hernandez inquired about DGC possibly developing a toolkit for resolutions that would help support Shared Governance, not only at the district level, but also at the college level, when designing and moving forward various resolutions. There was further discussion on the Employee Wellness Task Force proposal. BethAnn also brought forth to DGC the discussion from CSCC regarding the need to include collaboration with District research office on surveys. BethAnn mentioned to ensure that the survey is developed properly and the data is used accurately, it should include at least a collaboration with our District Research Office, and this should be noted in the proposal. There were concerns about asking for three members of every college in each constituency on the task force considering how everyone is stretched thin these days, and the group agreed that conditions should be noted in the event that finding three is not achieved. The Board Policy 4014 and Curriculum & Instruction Procedure 4001 revisions were reviewed and these revisions are to ensure our policies and procedures are updated and aligned with changes to Title V, the CCCCCO, and ACCJC. The revised documents for the aforementioned policy and procedure are included as attachments with BethAnn's 3/16/23 Classified Senate meeting summary email. Please let BethAnn know if you have any questions or feedback you would like to be communicated at the April DGC meeting.

B. Shared Governance Council: BethAnn Stone reminded the group that SGC is still in need of a third member since, due to a scheduling conflict, BethAnn had to step down as CS representative. If you are interested, please reach out to BethAnn. SGC is a great opportunity to become more involved in Shared Governance and learn more about policies and procedures and how they affect our campus and students. Cesar Reyes reported that at the 3/8/23 meeting SGC reviewed the SGC RAP proposals and there will be a Classified Professional (Cesar), Student Representative, and Faculty member who will serve on that subcommittee. They worked on the rating sheets which were put together by Rachel Anicetti. There is eligibility for \$376,000 in instructional support and \$187,000 from Proposition 20: Lottery funds. Jen Saito suggested having a workshop on AB 2449 since there seems to be a lot of confusion about being on-campus for meetings. Irene Sukhu added that physical agendas are required to be posted on campus and Jennifer Adams has worked with Rikki Hall at the Brentwood Center to ensure agendas are posted in the main lobby area, and Jennifer will also post the agendas in shadow boxes in front of the Student Services building. Catt Wood clarified that at Brentwood, Rikki posts them to the outer doors so they can be seen even when the building is closed. BethAnn thought that at Pittsburg there may need to be an alternate public posting location identified because there does not seem to be room for many agendas to be posted in it, and Catt mentioned that there are indeed multiple shadow boxes designated for this. There was a presentation from Lawrence Punsalang, VPSS Tanisha Maxwell, and Dean Dennis Franco about the Success Team and the thought being to shift some of the Program Coordinator-level positions and to hire for others. Cesar had asked if Local 1 was involved at this stage, and the answer was "not yet", but they were confident there would not be any issues with the Union. The goal is to start the Success teams in Fall 2023 with at least the Student Success Coaches.

C. Strategic Enrollment Management: BethAnn Stone shared that she had to step down as CS representative to SEM due to a scheduling conflict. Connie Konsavage has volunteered to be her replacement, and BethAnn requested a motion to appoint Connie as SEM representative. **Motion** to approve the appointment of Connie Konsavage as a Classified Senate Representative on SEM. **M/S:** L. Punsalang/C. Wood (13-0-0). Lawrence Punsalang reported that at SEM VPI Hannum talked about LMC's switch from paper to electronic catalogs. Dean Ryan Pedersen talked about a one-year schedule development will help our counselors and students in their educational planning. The schedule will not include the class day or time but it will let the students and counselors know if it will be offered.

		<p>SEM also discussed the Student Success Team, which is made up of five members: Dean, Student Ambassador, Counselor, Faculty Mentor, and Program Coordinator/Success Coach. SEM expects to need five Program Coordinator-level positions, three of which will be current Program Coordinators and the other two will be new hires. SEM continues to work on the job responsibilities for the other four team members. If you have any feedback to would like relayed to SEM, please reach BethAnn or one of the CS SEM representatives (Lawrence, Connie, and Michael Simpson).</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee: BethAnn Stone reported that Planning Committee met on 3/2/23 and discussed Comprehensive Program Review. There has been some progress in units completing their Comprehensive Program Review, with about 70% of Administrative Units needing to complete some or all of it. All except for one of Student Services and Learning Communities have completed their Comprehensive Program Review. All except for 13 instructional units have completed 50% or less of their Comprehensive Program Review. Another email went out to department chairs and the deans asking for a status update on their Comprehensive Program Review's completion and providing additional support. A Survey Inventory questionnaire was reviewed by the committee and revised. This survey questionnaire went out to all LMC Employees in an effort to avoid survey overlap, alleviate survey fatigue, prevent duplicative surveys, and ensure that survey results are being used for their intended purpose. A road show will be occurring this spring by the Office of Planning to the Senates and SGC on reviewing updated data and determining whether our previous standards related to degrees, certificates, course success, and cumulative units is still appropriate. Motion to extend the Classified Senate meeting time to 4:35 pm. M/S: S. Mills/C. Reyes (12-0-0).</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. IDEA next meets on 3/16/23.</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting, and next meets on 3/15/23.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p> <p>J. EEO Committee: Sustainability has not met since the last Classified Senate meeting, and next meets on 3/14/23.</p>
8.	Council Business	<p>A. Scholarship Committee: BethAnn Stone explained that Classified Senate is seeking people to serve on the Scholarship Committee. You would be responsible for using the rubric that was established by our last Scholarship Committee in reviewing Classified Senate scholarship applications for continuing and transfer students, and to bringing forth recommendations for scholarship award amounts to the Classified Senate. We have approximately \$4,500 to award in scholarships this year, so the Scholarship Committee would use that total amount and determine how much and many scholarships we can award for continuing and transferring students. If you are interested in joining the Scholarship Committee, please contact BethAnn. Sandra Mills expressed how much she enjoys serving on the Scholarship Committee.</p> <p>B. Elections Committee: Sandra Mills described that the Elections Committee has been referring to the practices of past elections, which were received from Robert Delgado, and expects to have the timeline soon. This is BethAnn Stone's last term as Classified Senate President, and the Treasurer and Grace Villegas's Council Member seat are also up for election in the spring for terms which will begin in Fall 2023. If you are interested in becoming a Classified Senate Council Member, please consider running for one of these positions. A list of the current Council Members and their terms can be found at this Classified Senate website link. The Elections Committee is a subcommittee of Classified Senate and they can use additional members to support the elections work. Please email BethAnn if you are interested in serving on the Elections Committee.</p>
9.	Adjourn Meeting	<p>C. Adjourn at 4:35 pm Action: M/S: S.Mills/I. Sukhu (11-0-0)</p>

CLASSIFIED SENATE MINUTES
Monday, March 25, 2024 3:00 – 4:30 pm
SS4-412/BRT-135 & ZOOM

Members Present:

Council: Cesar Reyes – *Vice President*, Sheri Woltz – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*

Attendees: Myles Crain, Lindsay Litowitz, Mika Mobley, Justin Nogarr, Lyssa Shabusheva, Denise Uribe, Grace Villegas

Guest: Rosa Armendariz, Dennis Franco, Bill Bankhead

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus	<p>Welcome: Cesar Reyes welcomed the group at 3:08 p.m.</p> <p>Announcements: Sandra Mills announced that Local One will be holding elections for all elected seats in April. They are seeking one person from LMC to join the Elections Committee, and they must be an AFSCME/Local One member and cannot be running in the election for a seat. All Classified Professionals are also encouraged to run for an elected seat. Please refer to Sandra’s 3/25/24 “4Cd Local One Elections Committee...” email for more information.</p> <p>Courtney Diputado announced that Classified Professionals are welcome to attend the Technology Advisory Group (TAG) Committee meeting on Tuesday, 3/26/24, from 2:00 p.m. to 3:00 p.m. in Room L-215, and to please bring any technology-related questions you may have.</p> <p>Public Comment: No public comments were made.</p> <p>Caring Campus: Lyssa Shabusheva recognized BethAnn Stone for her contributions to the recent Equity in Action Workshops. Lyssa found the trainings to be personable and worthwhile, and the group applauded BethAnn for her efforts in making the series such a success.</p>
5.	Approval: A. Agenda of 3/25/24 B. Minutes of 3/11/24 C. Teleconference Waiver Form	<p>A. Agenda Action: Motion to approve the 3/25/2024 CS meeting agenda. M/S: S. Mills/C. Diputado (9-0-0)</p> <p>B. Minutes Action: Motion to approve the 3/11/2024 CS meeting minutes. M/S: S. Woltz/J. Nogarr (8-0-1; S. Mills abstained)</p> <p>C. Teleconference Waiver Form: No teleconference waiver requests were made at today’s Classified Senate Meeting.</p>
6.	Presentation: LMC Pathways Success Team Roles Setting Institution-Set Standards	<p>A. LMC Pathways Success Team Roles: Rosa Armendariz, Interim Dean of Equity & Inclusion and Dennis Franco, Dean of Instruction presented the updates to the LMC Pathways Success Team Roles. Rosa shared that the LMC Experience has a front page article on LMC Pathways in their latest newspaper, which can also be found online at this link. Dennis explained that the Guided Pathways Advisory Committee, which is a subcommittee of the SEM Committee, has been working on development of Student Success Teams (SSTs) for over a year and a half. Rosa shared the Student Success Team Proposal document and Dennis reviewed its key points. The purpose of SSTs is to support students in each of our five pathways, for example, in ensuring that they are registering for courses on time, seeking internships when appropriate, and setting up various meetings with their counselor and transfer representatives. SSTs will deploy support for what students should be doing each semester and when during the semester they should be doing it. The main component of this is going to be done by the Student Success Coach, which we already have three of five hired. This role is someone who brings the knowledge of the college to a person who may not have support at home or experience in higher education and will provide what they call “just in time” supports based on where they are in their pathway. The Instructional Dean, Counselor, Faculty Mentor, and Student Ambassadors and the other members of the SST. Other service areas may also be labeled to support specific pathways depending on their needs. Since many of these pathways have 1,500 to 2,000 students as an effective case load for one Student Success Coach, the coaches can be quickly overwhelmed. The committee is still working on developing a risk model to prioritize students for support while being mindful of the use of labels. This student-</p>

focused, tailored approach means that not all students will receive the same level of support, and it may take time to work this model out. Lyssa Shabusheva asked if the Student Success Coach role is instructional or non-instructional. Dennis replied that the Success Coaches were initially planned to report to an instructional team, but this has now shifted, and they will be housed in the Student Services division. Dennis and Rosa emphasized that for Guided Pathways to be successful, the SSTs will have to break down the walls between different areas so that they can work effectively between them. They want to develop a model which is focused on leading indicators, such as a student struggling with a course, rather than lagging indicators, meaning a student who is already flagged for academic alert or dismissal. Rosa pointed out the desirable qualifications that were built into the Success Coach job description, one of which is “outstanding ability and enthusiasm to work cross-functionally with faculty and staff, or other collaborative teams.” Dennis clarified that a Student Success Coach is really a Program Coordinator, but the terminology carries a certain intonation and construct that more specifically describes their role. Student Success Coaches will assess when students need services, message them about the services they need, and connect them to services. Cesar Reyes asked who the Success Coaches are reporting to, and Rosa explained that it is VP Tanisha Maxwell, with Letta Greene serving as the main coordinator for the work. Dennis and Rosa touched on the other team members’ duties and how they and the Success Coach will work with students in different ways, hopefully using some kind of case management tool. The Counselors are already identified by pathways and they are currently rearranging the way they organize students. The Success Coaches who have been hired into their role have been working with Letta to hire Student Ambassadors, the number of which per pathway is to be decided. The Faculty Mentor role is going through for approval and whether it is release time or OAS is being figured out with the Office of Instruction. Ideally, the Faculty Mentor positions will post this semester so that they may begin working with their Success Teams in the fall. The Instructional Dean role was also described, and Rosa explained that while Instructional Deans will lead and manage their pathway and are responsible for developing a plan for how their Success Team will support students, they are not overseeing the other positions. Rosa noted that the description could be changed to emphasize that it is about the work that the Success Team is doing and not about the reporting relationships. Rosa encouraged Classified Senate to have conversations with the Success Coaches, perhaps next semester, to hear about their experiences in the role. Cesar and the group thanked Rosa and Dennis for presenting to Classified Senate and fielding questions.

B. Setting Institution-Set Standards: Bill Bankhead, Manager of Workforce & Economic Development, presented the Setting Institution-Set Standards proposal. Bill is visiting the senates to share and receive feedback on the new proposal that the Planning Committee is making to the President for how we set Institution-Set Standards for accreditation. One of our accrediting agencies is the Accrediting Commission for Community and Junior Colleges (ACCJC) and they require us to report annually on our progress on four standards:

1. Our Course Success Rate
2. The Number of Certificates Awarded Annually
3. The Number of Degrees Awarded Annually and
4. The Number of Students who Transfer Annually

We are also required to self-identify two goals, a Floor Goal and a Stretch Goal, relative to each of these metrics. Tatiana Pak performed research into what other institutions are doing and how the rules work at ACCJC to inform the development of this proposal. As a result of previous rounds of feedback, the Planning Committee decided to report our numbers as both raw numbers and percentages relative to our head counts whenever possible. Bill added that our ideal goals will foster institutional progress, will be selected as to be reasonable and achievable, and will set an intention for comparing LMC’s performance against itself rather than setting our targets based on what is a statewide average. The Planning Committee subgroup proposes two options:

1. Option one is that we set our Floor and Stretch Goals based on the average of the prior five (5) years of our actual performance. One standard deviation below the mean will be used to identify our Floor Goal and one standard deviation above the mean will be used to set our Stretch Goal.
2. Option two is that we will use the lowest numbers/percentages reported in the preceding five (5) years to

		<p>develop our Floor Goals. The highest numbers/percentages reported in the preceding five (5) years will be used to develop our Stretch Goals.</p> <p>Bill shared visualizations from the Planning & Institutional Effectiveness office that compared the two options for each of the four standards. What is going to be our internal method for setting our goals for accreditation? The Planning Committee is recommending option one because they found it was more robust from a statistical standpoint, particularly on the point of fostering institutional growth, and it aligns very well with what other colleges statewide are using. The group discussed the two options and provided Bill their feedback and questions. In response to a question regarding the impacts of COVID and increased GE unit requirements on degrees earned, Bill clarified that if our actual performance comes in below whatever our floor goal is, there is no immediate impact on the college. Rather, we will report on the reasons that the target was not met and address the concern. Cesar Reyes and the group thanked Bill for visiting Classified Senate and presenting this information.</p>
7.	<p>Committee Input and Report Outs</p>	<p>A. District Reports: Governing Board and CSCC have not met since the last Classified Senate meeting.</p> <p>B. Shared Governance Council: Cesar Reyes reported that SGC discussed the budget and preparations for potential cuts to discretionary spending. They reviewed the options for setting Institution-Set Standards and discussed Early Childhood Education’s new program proposals.</p> <p>C. Strategic Enrollment Management: No SEM report out was available at today’s Classified Senate meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee: Cesar Reyes reported that Planning Committee reviewed the options for setting Institution-Set Standards and worked to disseminate the surveys they have been designing.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting. Mika Mobley shared that TAG next meets on Tuesday, 3/26/24, for their Participatory Governance Task Force presentation and discussion.</p> <p>G. IDEA: IDEA has not met since the last Classified Senate meeting and Myles Crain provided a brief update that they next meet in April.</p> <p>H. Sustainability: Sheri Woltz reported that Sustainability met, and they received the Participatory Governance Task Force presentation and Q&A from Irene Sukhu. Sustainability Committee also reviewed their goals.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting. Justin Nogarr shared that the next meeting is Thursday, 3/28/24, and the main items on their agenda are discussions about Opening Day and Focused Flex, the Participatory Governance Task Force survey, and conference funding recommendations.</p> <p>J. EEO Committee: Mika Mobley reported that the agenda for the 3/12/24 EEO meeting was light, and they talked about the possibility of a cross-committee retreat for EEO, IDEA, and PDAC.</p>
8.	<p>Council Business</p>	<p>A. Treasurer’s Report: Sheri Woltz provided a Treasurer’s Report. A detailed narrative of the current budget was available to the group in paper form, and either Sheri or BethAnn Stone will share a digital version with Classified Senate via a future email update. The Crab Feed fundraising was a success, with a grand total of \$6,411.65 generated in net profit. Sheri is confident that we can meet our goal of awarding \$7000.00 in scholarships this cycle. Our new Program account would have a remaining balance of \$584.00, our Trust account a remaining balance of \$749.42, and our Scholarship account \$1,141.00 to reserve for next year. Our main account balance is \$8,690.33, but there are expenditures in process. We have some interest in supporting the “Peace, Love, & Friendship...” seminar in Riverside, paying overtime for Police Services for the Brentwood Center Potluck/BBQ, and a Bowling Night activity in June.</p> <p>B. Scholarship Committee – Awards: Sandra Mills reported that the Scholarship Committee has developed their rubric and are awaiting candidate essays. Sandra requested a motion for Classified Senate to recommend \$7,000.00 to the Scholarship Committee to award scholarships this cycle. Classified Senate no longer met quorum at this point in the meeting, so the CS Council Members present proposed holding an emergency meeting in the immediate future, before Scholarship Committee’s deadlines, to put forth the motion. Cesar Reyes will be in communication with BethAnn Stone regarding scheduling this meeting.</p>

9.	Adjourn Meeting	The meeting was adjourned at 4:24 p.m.
----	------------------------	--

DRAFT