

**CLASSIFIED SENATE MINUTES**

Monday September 13, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

**Members Present:** Justin Nogarr – *Interim President*, BethAnn Stone – *Interim Vice President*, Reginald Turner – *Treasurer*, Sandra Mills - *Union Rep*, Vacant – *Secretary*, Irene Sukhu – *Council Member*, Lawrence Punsalang – *Council Member*, Catt Wood – *Council Member*, Grace Villegas – *Council Member*, Nicole Almassey, Irma Gregory, Robert Delgado, Letta Greene  
**Guest(s):** Sally Montemayor Lenz

Item	Agenda	Outcomes
1. 2. 3.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b>	<ul style="list-style-type: none"> <li>• Justin Nogarr welcomed the Council and Classified Professionals to the second meeting of the fall 2021 semester.</li> <li>• Justin Nogarr reminded Classified Senate of the recent e-mail from Chancellor Reece pertaining to the recently passed CCCC CD Governing Board resolution establishing a COVID-19 vaccine requirement for all employees and all students who attend at least one in-person class, utilize in-person student services, or visit a 4CD facility or campus. The vaccine requirement becomes effective Monday November 1, 2021. Employees and students can apply for a vaccination exception or deferral in the following situations: (a) medical excuse from receiving COVID-19 vaccine due to medical conditions or precaution; (b) disability; (c) during the period of any pregnancy; or (d) religious objection based on a person’s sincerely held religious beliefs, practice or observance. There are no specific details yet pertaining to weekly COVID-19 testing in lieu of the vaccine. Once the details are finalized with UF and Local One in collaboration with the District, those details will be communicated.</li> <li>• Catt Wood commented that if you haven’t been vaccinated yet, call the Contra Costa County Health Call Center and they will help you find a location and schedule an appointment to get vaccinated or tested.</li> </ul>
4.	<b>A. Agenda of 9/13/2021</b> <b>B. Minutes of 08/30/2021</b>	<p><b>A. Agenda Action:</b> M/S: C. Wood/I. Sukhu approved the agenda with no corrections (<i>11-0-0</i>).</p> <p><b>B. Minutes Action:</b> 8/30/2021 M/S: R. Delgado/R. Turner approved the 8/30/21 minutes with no corrections (<i>10-0-1; Grace Villegas abstained</i>).</p>
5.	<b>Presentation:</b> Guided Pathways Update	<p><b><u>Guided Pathways Update –Sally Montemayor Lenz:</u></b> Sally Montemayor Lenz presented an update on the continued implementation and work of Guided Pathways. At the last CS meeting in May we discussed the four Learning, Major and Career Pathways which was developed (in terms of design) by students, for students. In November and December 2019, the Academic Senate passed resolutions that Counseling Faculty would research case management models. The pilot conducted last year, was an abbreviated case management model. In looking at the case management model, the size and scope of the pathway can be seen (i.e. how many people should be attached to a pathway, where do they come from, how do we do this work). In July the Governing Board held a study session on Guided Pathways and where in the implementation and institutionalization each College was. The four (4) LMC Pathways were shared, at which time the Board asked why LMC has only four which is different than the other two (2) Colleges. Each College can customize their pathways to best meet the needs of its students. The presentation today is to get CS review and feedback on adding a fifth pathway for Health &amp; Public Safety and</p>

**CLASSIFIED SENATE MINUTES**

Monday September 13, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

	Fundraising Efforts	<p>also moving Industrial Technology with Business &amp; Management. In moving Industrial Technology to Business &amp; Management, students in this field can also obtain the knowledge and education in small business management (i.e. opening their own business). To explore adding this pathway more, research was done that provided data on number of students enrolled in spring 2021 and the percentage of those students in each pathway. If Health, Behavioral Science and Social Science is kept as it that is 40% of our student population in this pathway alone. Approximately 27% of students are enrolled in the STEM pathway. By separating Health &amp; Public Safety into a separate pathway, the number of students in this pathway drops to 19%, with 22% in Behavioral Science. The number of students enrolled in each pathway then drops to approximately 20% in each pathway. Sally will return to the CS at the next meeting to provide additional updates and information.</p> <p><b>Fundraising Efforts – BethAnn Stone:</b> The Fundraising Subcommittee is looking for volunteers to serve on the subcommittee. Catt Wood, Lawrence Punsalang, Grace Villegas, Irma Gregory and Letta Greene have volunteered to join Nicole Almassey and Sandra Mills on this subcommittee. Some ideas discussed are an online auction, a Fun Run, a movie night, an online live cooking class, and a drive-through Crab Feed. It was also asked if we will be doing any activity for Halloween such as Trick-Your Ride which was done last year. A Fun Run is something that can be quite easy to set up, the overhead cost is very low and it doesn't require people to be in the same space. A metal would need to be designed and purchased to offer participants, in addition to possibly branding a face mask or something similar to provide to participants. There was a question pertaining to a roll-over of remaining funds this year of the CS budget. While we do have approximately \$2,100 remaining from our budget in 2020-21. Last year, when the roll-over of funds was granted we were told it was a one-time roll-over. However, BethAnn Stone will e-mail the new CSCC Co-Presidents to inquire if this has been discussed with the Chancellor and/or if any decision has been reached. Robert Delgado noted that another roll-over from the Chancellor was requested by CS Presidents last year, no response or decision was communicated after that request. It was noted that due to fiscal year deadlines and the loading of the 2021-22 budgets, we should have this request answered sooner rather than later. Another suggestion was to work with local food trucks on developing a fundraising opportunity (portion of sales go to CS Scholarships) as other than the LMC Bookstore at the Pittsburg Campus there are no food options for students and employees at the Pittsburg Campus nor the Brentwood Center. It was noted that there have been a lot of inquiries into the Holiday Luncheon in December. Due to the current status of the pandemic, we will most likely not be able to host it this year. BethAnn Stone offered her assistance with building the website and working with the LMC Foundation on an online auction. Nicole Almassey noted that we may want to include some data on the number and amount of scholarships awarded to students, and some student messages. Once determined to gain momentum for implementation and institutionalization, the pathways model will roll-out to the College all at once. In not having the same pathways as our sister Colleges, the mobility of students within the District may be limited between each of the Colleges. It was commented that we may want to look at longer trend data (i.e. back to 2017) and data from a broader prospective.</p> <p><b>Bylaws Review &amp; Revision – Robert Delgado:</b> Robert Delgado displayed the Excel grid of which Bylaws to</p>
	Bylaws Review & Revision	

**CLASSIFIED SENATE MINUTES**

Monday September 13, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

	<p>CS Mission Statement Subcommittee</p>	<p>keep, modify, delete or add for the CS to review. Robert noted that the items in green (i.e. Article One) indicate that the CS has accepted the recommendation from the subcommittee to keep, modify, add or delete the particular article or section. At the last meeting we left off of on the Mission Statement and it was determined to develop a subcommittee to complete this work. Irene Sukhu has volunteered as the lead for this group, and is currently seeking volunteers to support it. A recommendation from the subcommittee was to consider including a vision and values statement as well, since we currently do not have one. Article III is titled “Membership and Electorate” which is inaccurate, as electorate specifically refers to elections and this article is about members and voting rights. The recommendation from the subcommittee is that the title of Article III be revised to “Membership and Voting Rights”. There was some previous discussion to add short-term and substitute or temporary Classified Professionals to Article III, Section I, Item A. Robert noted that we cannot add these classifications as according to Ed Code Section 88003 these groups are not part of Classified Service. The recommendation from the subcommittee is to revise this item to read “Employees who have been hired by the Contra Costa Community College District assigned at Los Medanos College holding a Classified service as a part/full time permanent position (Ed. Code 88003)”. It was noted that as we review the list of recommendations on what to keep, modify, delete and/or add the CS will come to an agreement or consensus on the recommendations. After the CS has completed the initial review and agreements on the recommendation, adjustments will be made by the subcommittee accordingly and then the CS will officially vote on the final version of the revised Bylaws. For Article III, Section I, Item B there was a recommendation to revise this item to read “Confidential, substitute, short-term, student employees of LMC, and community at large are invited to attend Classified Senate meetings and/or bring topics of concern to Classified Senate Council but do not have voting rights.” There was some concern about adding student employees to this item as CS does not have any influence or effect on a student employee’s job or rights. There were additional concerns on adding confidential employees and the community at large to this item as well. It was noted that student workers have the LMCAS as their representative constituency group however, who handles their workers’ rights? Robert noted that this item does not state that we will represent nor advocate for these additional groups however, since we are a Brown Act committee these groups are invited to attend our meetings and bring topics of concern. It was noted since this item does fall under membership, it can be misconstrued by employees within this group that they may be members. A separate item or notation needs to be added for this item that addresses guests. The CS will continue the review process from this item at the next meeting.</p> <p><b><u>CS Mission Statement Subcommittee – Justin Nogarr, BethAnn Stone:</u></b> Due to time constraints this item was tabled until the next meeting.</p>
<p>6.</p>	<p><b>Committee Input &amp; Report-outs</b></p>	<p><b>A. District Reports:</b> CSCC – Met August 31<sup>st</sup>, Kristy Myers has officially stepped down as chair due to her new OoCA. Michael Simpson and Jennifer Monroy have agreed to be co-chairs until a new chair can be elected. In reviewing the agenda and information for the upcoming Board meeting, there was some concern around a recent increase in the number of Classified Professionals leaving the District. The COVID-18 vaccination</p>

**CLASSIFIED SENATE MINUTES**

Monday September 13, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

policy was discussed. Revisions and updates to Board Policies and Procedures were reviewed and discussed including the delegation of an Acting Chancellor should the Chancellor be unavailable to fulfill the duties, the indexing of closed session notes, and the usage of social media by Governing Board members. There was a review and discussion to the HR Procedure related to disability accommodations for employees and the procedure for the length of time before IT closes portal accounts for employees that have left and return. DGC – The mandatory COVID-19 vaccination policy was discussed. The Governing Board approved the adopted budget at their September 8<sup>th</sup> meeting. While revenues have increased slightly, expenses have increased by 75% which is mostly attributed to COLA and step increases. The hold harmless extension, has been further extended to 2024-25. The Enrollment Recovery Campaign was approved and is now in the beginning stages. All three Colleges gave presentations and updates on Student Equity Plans. Chancellor Reece noted that LatinX and African American Councils started meeting last spring and are resuming meetings in September. The AAPI Advisory Council will be formed this month and begin meeting this semester. BethAnn will get clarification at the next meeting on if these are Advisory Councils or Affinity Groups, and how is the membership of these councils or groups determined. Chancellor Reece met with the CS Presidents from each of the Colleges and District and discussed the criticalness of the Enrollment Recovery Campaign. The Chancellor noted how important this is to the District, and that the District can stand to lose approximately \$30 million by 2025-26 if enrollments are not increased. It was asked what is the company that was hired for such a high cost doing. Justin noted that conversations with District indicated that there is a need for outside intervention to boost enrollments in the District. Justin will bring this inquiry to the next meeting and obtain more information on the company selected and their responsibilities. If there are any questions, ideas, concerns or thoughts contact Justin and he will relay the information to the Chancellor.

- B. Shared Governance Council:** SGC held a special meeting on September 1<sup>st</sup> for 30 minutes to approve the ACCJC Follow-up Report. The next meeting is on September 22<sup>nd</sup>.
- C. Strategic Enrollment Management:** Not report.
- D. Safety Committee:** No report.
- E. Planning Committee & ISLO Core Group:** Met on September 2<sup>nd</sup> and reviewed the PR Y5 Update Process webpage, approved our 2021-22 charges to forward to SGC for approval. An update was given on the Data Coaches program and recent PR data trainings and handbook. The ACCJC Follow-up Report was discussed, which was approved by the Board on September 8<sup>th</sup>. The virtual visit will take place November 2-3, 2021. The ISLO Core Group held a retreat and revised the ISLO Definition. BethAnn provided it for review by CS, any feedback can be e-mailed to BethAnn Stone. The next ISLO Core Group meeting will be held on September 23<sup>rd</sup>. The ISLO Definition will be coming back to the CS for final approval.
- F. TAG/Technology Plan Core Group:** No report.
- G. IDEA:** Meets this week.
- H. Sustainability:** Not met yet.

**CLASSIFIED SENATE MINUTES**

Monday September 13, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

		<b>I. Professional Development Advisory Committee:</b> Not met yet. <b>J. EEO Committee:</b> LMC EEO has not met yet.
7.	<b>Council Business</b>	<b>A. Fundraising Committee:</b> See above agenda item. <b>B. CS Mission Statement Subcommittee:</b> See above agenda item.
7.	<b>Adjourn Meeting</b>	<b>Adjourn at 4:30 pm Action:</b> M/S: N. Almassey/R. Turner <b>(9-0-0)</b>