

**CLASSIFIED SENATE MINUTES**  
**Monday, October 11, 2021 3:00 – 4:30 pm**  
[ZOOM](#)

**Members Present:** BethAnn Stone – *Acting President*, Reginald Turner – *Treasurer*, Sandra Mills - *Union Rep* Irene Sukhu – *Secretary/Council Member*, Lawrence Punsalang – *Council Member*, Catt Wood – *Council Member*, Grace Villegas – *Council Member*, Irma Gregory, Catherine Fonseca, Myles Crain, Paul West, Shondra West, Nicole Almassey  
**Guest(s):** Janith Norman, Sally Montemayor Lenz

Item	Agenda	Outcomes
1. 2. 3.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b>	<p>Beth Ann Stone welcomed the group and opened the meeting at 3:03pm announcing the open position of Classified Senate President. Nominations to be sent by October 22 to Elections committee. Paul West will email the announcement to LMC All Classified Monthly email group.</p> <p>Beth Ann Stone also made a follow-up announcement regarding morale and connectivity amongst classified professionals that was made at the previous Classified Senate meeting. These feelings could be due to signing of the tentative agreement in addition to feeling of frustrations and feeling of upset. She brought this sentiment to the Classified Senate Coordinating Council. After discussing this with other classified professional representatives from other campuses, DVC and CCC, they are feeling the same sentiments as well. Beth Ann Stone is working on implementing strategies to help with this situation and engage more classified professionals; there is also a conversation about a district-wide Classified Senate solution/survey. An anonymous poll was facilitated regarding morale in the workplace. Results of poll:</p> <ul style="list-style-type: none"> <li>• “How is your mental health?”- 11/11 responded to the question, majority is hanging in there</li> <li>• “How is your physical health?”- no one responded that they were the healthiest they have ever been, most felt the same as before the pandemic</li> <li>• “Do you feel that your manager has supported you with training for online delivery of service?”- responses were about 50/50</li> <li>• “Do you feel valued?”- the majority answered no.</li> </ul> <p>No public comments.</p>
4.	<b>Approval:</b> <b>A. Virtual Meeting Continuance</b>  <b>B. Agenda of 10/11/2021</b> <b>C. Minutes of 9/27/2021</b>	<p><b>A. Virtual Meeting Continuance:</b> President Bob is getting clarification from Brown Act legal about the procedure regarding keeping the meetings virtual during the transition period until January 2022. Until we get more information, this will be a standing item on the agenda. It will be an approval item to continue to hold our meetings virtually- this will be done prior to the agenda approval at every meeting until further instruction. It is an additional approval. Catt Wood asked if this should be done for all Brown Act committees. Beth Ann Robertson responded that it should be approved before every meeting just to be on the safe side. M/S: N. Almassey/C. Wood (<b>13-0-0</b>)</p> <p><b>B. Agenda Action:</b> M/S: L. Punsalang/R. Turner approved the agenda with no corrections (<b>13-0-0</b>)</p> <p><b>C. Minutes Action: 9/27/2021</b> M/S: C. Wood/L. Punsalang approved the agenda with no corrections (<b>10-0-3; Grace Villegas, Sandra Mills, and Nicole Almassey abstained</b>)</p>
5.	<b>Presentation:</b> Distance Education Strategic Plan	<p><b>Distance Education Strategic Plan:</b> Janith Norman shared the Distance Education Strategic Plan which consists of 5 goals. First goal is to promote principles of excellence in the delivery of distance education- establish a culture of pedagogical reflection and a commitment to implementing best practices for distance education course design that supports students as they enter and stay on their educational path. A strategy for this goal is to tailor and integrate BEOI into Nexus PIP and provide training on accessibility/508 compliance, and explore badging options. Second goal is to strengthen employee professional development in distance education- strengthen professional development for faculty, classified professionals, and managers in distance education instruction, support, and course design. Third goal is to enhance distance education student success- streamline integrated student support programs and services provided in the distance education environment to bolster successful online student retention, persistence, and completion across the</p>

	LMC Pathways Update	<p>LMC pathways. Fourth goal is to ensure sustainable distance education and infrastructure. Fifth goal is marketing and messaging LMC distance education college- promote a clear and consistent message about distance education pathways and support services available for current students, community members, and critical stakeholders. Sandra Mills mentioned that we should consider support services in the labs- how would we offer both in-person and virtually. A lot of the work that is being done in labs are considered distance education as well. Classified professionals should be considered for professional development and guidance.</p> <p><b>LMC Pathways Update:</b> Sally Montemayor-Lenz provided an update on the LMC Pathways. On Monday, October 4, instructional deans met with their divisions where the iconography was finalized and changes were suggested regarding the flyer:</p> <ul style="list-style-type: none"> <li>• Iconography is finalized with previous changes.</li> <li>• Health and Public Safety title changed to Health and Public Service</li> <li>• Health, Behavioral Science, &amp; Social Science pathway: Change Education to Teacher Education followed by degrees and certificates</li> <li>• Split Industrial Technology into Manufacturing and Transportation and move programs respectively</li> <li>• All certificates to be added once reconciled with Office of Instruction</li> </ul> <p>She explained the next steps that SEM committee will take up the proposed changes on October 19 as a first read, November 23 for a second read, college proposal with activities planned around the pathways and possibly reviewed every two years based on any program changes but remain static for three years. Beth Ann Stone asked about the name change from “public safety” to “public service”- this happened at the divisional meeting. The counseling faculty also saw this this morning and Academic Senate will see it later today. Catherine Fonseca asked about where Noncredit fits in the pathways- will these be in a separate pathway? Those will be added- Sally Montemayor-Lenz asked Catherine to send her an email. Office of Instruction is working on a list of all degrees and certificates. Then John Schall will add to the flyer. This will be done to be broadly inclusive rather than creating subsets of students. Nicole Almassey mentioned that Lucid Chart shows program coordinator and program assistant positions and asked if these new positions or if the current positions will be realigned. Sally Montemayor-Lenz stated that the chart is a draft document and that every pathway would have an assigned program coordinator, pathway faculty liaison, dedicated success coach, and dedicated counseling faculty. The positions in red are fairly new, i.e. program assistant and pathway faculty liaison. It was mentioned that these are possibly existing positions. Sally Montemayor-Lenz will return next meeting to share the SOAA. Beth Ann Stone will obtain documents from Melina Rodriguez and Sally Montemayor-Lenz that are regarding success coaches- Nicole Almassey asked to see these documents at Classified Senate.</p>
	Recruitment & Selection Guidelines Review	<p><b>Recruitment &amp; Selection Guidelines Review:</b> Irma Gregory shared her screen and presented recruitment and selection guidelines. This is our time to voice our opinions regarding these guidelines. DEEOAC is requesting feedback: what do you feel about the text, what is missing/needs to be added or changed. The introduction consist of statements from all the different groups, then the document is split into 3 parts of the recruitment and selection process of each constituent group.</p> <p><b>Feedback is due by October 25.</b></p>
	Caring Campus	<p><b>Caring Campus:</b> Lawrence Punsalang gave an update on Caring Campus. This initiative was designed by IEBC, which started in 2020 with 4 coaching sessions. Behavioral commitments, monitoring and communication plans were developed. Caring Campus was presented to leadership on October 21, 2020 and to everyone on opening day January 22, 2021 for Spring 2021. Some items that resulted from Caring Campus: zoom backgrounds were created for meetings. Using these backgrounds is associated with behavior #2 (name tags). SWAG was also created and also associated with behavior #2 (name tags). Classified professionals facilitated Welcome Week which is associated with behavior #3 (welcome week). Future plans include: Caring Campus Canvas Shell to house information and training for new and current classified professionals, newsletters, recognition of classified professionals/award, monitor activity, and communication. Lawrence Punsalang asked the group if we should create a Caring Campus Committee to continue the work on a more intentional and strategic basis. Catt Wood expressed apprehension because there is currently low classified professional attendance at Classified Senate; perhaps there could be a newsletter/email in place of a committee. Nicole Almassey mentioned having an unofficial committee/subcommittee of Classified Senate. This could be a standing item on the agenda to lift up movement. Lawrence Punsalang to reach out to the 29 classified volunteers. This will be a standing agenda item to allow</p>

		for updates.
6.	<b>Committee Input and Report Outs</b>	<p>Beth Ann Stone asked to table the Committee Input and Report Outs. The group agreed.</p> <ul style="list-style-type: none"> <li>A. <b>District Reports:</b> Jeanie Smith is new CSCC secretary. DGC approved student services procedure 3010 which was to include emotional support dogs for students, AP 1029 which is the reasonable accommodations facilities for ADA, HR procedures 1080.04 and 1080.05 were removed as the AP procedures have replaced them. The governing board ad hoc committees are streamlining the process in shortening the open and closed session meetings due to duration of closed sessions.</li> <li>B. <b>Shared Governance Council:</b> meets on October 13</li> <li>C. <b>Strategic Enrollment Management:</b> Needs one (1) classified professional representative and four (4) alternate classified professional representatives. Currently it is Grace Villegas, T'Sendenia Gage, and Tamara Green. Beth Ann Stone will reach out to Tamara Green to confirm classified professional representation. T'Sendenia Gage is out on leave and Nicole Almassey is filling the position.</li> <li>D. <b>Safety Committee:</b></li> <li>E. <b>Planning Committee &amp; ISLO Core Group:</b> meets this week</li> <li>F. <b>TAG/Technology Plan Core Group:</b></li> <li>G. <b>IDEA:</b></li> <li>H. <b>Sustainability:</b></li> <li>I. <b>Professional Development Advisory Committee:</b></li> <li>J. <b>EEO Committee:</b></li> </ul>
7.	<b>Council Business</b>	<p><b>CS Mission Statement Committee:</b> Irene Sukhu and Catt Wood drafted a mission statement. Catt Wood read the current and draft mission statements. <i>Current Mission Statement:</i> The Classified Senate of Los Medanos College is desirous and ready to participate fully in the Shared Governance of the College and the District in accordance to the College Shared Governance Model and the mandates of AB 1725. The full realization and actualization of the personal, philosophical and education goals of the Staff and the Institution require the formation of a Classified Senate as an organizational and coordinating structure. (Established December 16, 1991) <i>Draft Mission Statement:</i> In accordance with the College Shared Governance Model and the mandates of AB 1725, the Classified Senate of Los Medanos College will represent the diverse voices of Classified Professionals with intention, participating in the Shared Governance process to promote equitable strategies to strengthen college culture, improve the student experience, and initiate college-wide collaboration.</p> <p>This will also be on the next meeting's agenda for more time for feedback. Nicole Almassey stated that there is required language and that it has to reference the district.</p> <p><b>Bylaws Review &amp; Revision Committee:</b> tabled for next meeting because of time</p> <p><b>Fundraising Committee:</b> Nicole Almassey mentioned that the committee has not met formally. The idea is to facilitate and participate in a virtual run. Reference I Run 4 Movement website if you are not familiar with how virtual runs work. It was mentioned to have a medal designed and created. Some questions posed include:</p> <ul style="list-style-type: none"> <li>What should the cost be? \$30</li> <li>What should the package include? Maurice and CS logo mask, medal, runner's bib</li> <li>What should the event be called? Mustang Scholarship Fun Run</li> <li>When should our target date be? Early November</li> <li>What should our medal look like? A mustang with a graduation cap holding money</li> <li>How long of a run? 5K (3.1 miles)</li> </ul> <p>Irma Gregory asked in the chat "I wonder how many classified employees will participate in a run. Have we done this before?" Beth Ann Stone responded by saying that this open to all employees. Irma Gregory also asked how this can be inclusive to all abilities. Nicole Almassey explained that this can be done in any location, physical limitations are usually</p>

		not an issue. People in wheel chairs have participated before. The trail/course can be any of your choice. For those that do not want to participate, donations are accepted. There was a general consensus to move forward with this work.
<b>8.</b>	<b>Adjourn Meeting</b>	<b>Adjourn at 4:36pm Action: M/S: C. Wood/N. Almassey (11-0-0)</b>