

CLASSIFIED SENATE MINUTES
Monday, November 22, 2021 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

Council: BethAnn Stone – *President*, Irene Sukhu – *Secretary*, Sandra Mills - *Union Rep*, Lawrence Punsalang – *Council Member*, Catt Wood – *Council Member*

Attendees: Paul West, Cesar Reyes, Imelda Lares, Annica Soto, Robert Delgado, Aaron Nakaji, Myles Crain, Melina Rodriguez, Linda Jackson, Cynthia Perez-Nicholas, Nicole Almassey

Guest(s): N/A

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:04pm. Announcements: The email for the Classified Senate Fun Run has been sent. This was posted on the Classified Senate website. BethAnn is also working with Eloine Chapman to have this event posted on the LMC banner on the website. Deadline is December 15. BethAnn shared the flyer with the group and shared her thanks to the Fundraising Committee and Nicole Almassey for hosting this. Additionally, BethAnn attended President’s Council on behalf of Classified Senate encouraging and recommending that management support Classified Professionals and their attendance and participation in Classified Senate meetings and activities. BethAnn spoke with VPI Natalie Hannum and VPSS Tanisha Maxwell, waiting for a response from VP Carlos Montoya about scheduling a meeting twice a semester where they can attend and have an open chat with Classified Professionals. This is forthcoming in spring 2022. Public Comment: Aaron Nakaji made a public comment about his interest for Classified Senate Secretary. Consensus was reached, President Stone formally appointed Aaron Nakaji as the new Classified Senate Secretary.</p>
<p>4.</p>	<p>Approval: A. Agenda of 11/22/2021 B. Minutes of 11/08/21</p>	<p>A. Agenda Action: Motion to approve the 11/22/2021 CS meeting agenda with the following amendments M/S: C. Wood/S. Mills (12-0-0):</p> <ul style="list-style-type: none"> • Change “Agenda” date from 11/08/21 to 11/22/21 • Change “Minutes” date from 10/25/21 to 11/08/21 • Add “LMC CS Secretary Appointment to Item #5-Presentations item A, and move other presentations down (i.e. A becomes B, B becomes C, etc.). <p>B. Minutes Action: 11/08/21 Motion to approve the 11/08/2021 Classified Senate Meeting Minutes with no corrections. M/S: C. Wood/S. Mills (12-0-0)</p>
<p>5.</p>	<p>Presentation: Appointment of CS Secretary LMC Pathways Update</p>	<p>Appointment of CS Secretary: Consensus was reached, President Stone formally appointed Aaron Nakaji as the new Classified Senate Secretary. LMC Pathways Update: BethAnn shared on Guided Pathways on behalf of Sally Montemayor-Lenz. Health and Public Safety has been changed to Health & Public Service divided into subcategories of Health, Public Safety, and Teacher Education. Now reads Behavioral Science and Social Science, removing the word “health”. Under STEM, Industrial Technology (Statistics Pathway) will be moved to Business, Manufacturing, and Transportation along with adding Computer Information Technology to the group. Also, Industrial Technology and Manufacturing will be combined into one group with subcategories of Instrumentation Technology, Electrical Technology, Process Technology, and Welding. Lastly, Arts, Humanities, and Communication, ESL was revised from AA/AS to CSC/COA certifications. Although ESL runs through all pathways, it is housed in Arts, Humanities, and Communication, subgroup Communication & Language. This flyer will go to SGC in December for approval. This item is on the agenda for approval. Motion to approve CS endorsement of the LMC Pathways Chart Flyer M/S: C. Wood/L. Punsalang (14-0-0) The flyer will be on a two-year review cycle. BethAnn also re-introduced the annual Scale of Adoption Assessment (SOAA) that will be due no later than March 1, 2022 so the review cycle needs to start soon. In NOVA, every pillar has different practices in relation to the SOAA and Guided Pathways. She is asking Classified Senate to review the SOAA</p>

<p>Bylaws Review & Revision</p>	<p>CS Vice President Election</p>	<p>and provide feedback/edits by end of November/beginning December. Please send any questions and/or feedback regarding the SOAA to BethAnn Stone and/or Sally Montemayor-Lenz.</p> <p>Bylaws Review & Revision: The discussion topic of voting members needs to be made clear: voting members of the elected senate council or inclusive to all classified professionals. This is a critical decision because it then impacts the rest of the bylaws. The bylaws state, “Article III, Section 2, a: the voting members shall consist of the LMC Classified Senate Council as defined in Article IV, section 1a. And employees hired by the Contra Costa College District as defined in Article III, section 1a.” If it is decided that only council members be voting members, the last clause would be removed; if it is decided to include all classified members, then the statement remains the same. Motion to revise Classified Senate Bylaws Article III-Section 2-Item a, to approve voting rights for only Classified Senate Council members and not all permanent Classified Professionals. The group discussed that although this has not been the historical procedure, if the change is made, some classified members who have voted in the past might not be aware of the change. Another concern is that classified members might feel that they do not have a voice; members having a vote encourages them to attend Classified Senate meetings. Another note, when quorum is established for voting purposes, this will be affected in who are quorum voting members. However, the quorum consists of the council members to determine attendance 50% +1 to approve items. The voting matter can be seen from different perspectives: members might be discouraged to attend meetings if they don’t have a vote and on the other hand, members might not run for council positions if they will always have a vote regardless. Per Catt Wood’s motion from the last meeting, BethAnn sent an email and a survey to all Classified Professionals notifying them of this possible new change and encouraged them to attend the meeting to make their vote count. BethAnn shared the results of the Classified Senate survey regarding keeping the voting rights of the Classified Senate members; 16 individuals responded. The group was asked if we should proceed with holding the vote today or not due to it being Thanksgiving week and many are on vacation. The motion on the floor was to revise Classified Senate Bylaws Article III-Section 2-Item a, to approve voting rights for only Classified Senate Council members and not all permanent Classified Professionals. Paul West commented and added that if we take away classified professionals’ voting rights, it might negate trying to increase engagement. Sandra Mills agreed. The majority of the group decided to vote today rather than at the next Classified Senate meeting. Motion did not carry, voting rights in the CS Bylaws will reflect “All permanent Classified Professionals have voting rights at Classified Senate, such that the Classified Senate Council establishes a quorum so voting can take place.”</p> <p>M/S: C. Wood/I. Sukhu (0-0-12)</p> <p>CS Vice President Election: There were two nominees for the Vice President of Classified Senate: Cesar Reyes and Myles Crain. Nominees Cesar Reyes and Myles Crain each provided a brief statement of candidacy prior to the vote. The group experienced Zoom issues with launching the poll, not all were able to view the poll. Those who were able to view the poll, voted via the poll. The others who were not able to view the poll sent BethAnn a private message with their vote. Cesar Reyes (8 votes) and Myles Crain (5 votes)</p> <p>Cesar Reyes was officially elected to the position of Classified Senate Vice President.</p>
<p>6.</p>	<p>Committee Input and Report Outs</p>	<p>A. District Reports: Chancellor Reece met with the Classified Senate presidents. Language for BP1804 was reviewed and confirmed language for CLI classified senate non officers to register. There was discussion about the approval of using Classified Senate budget to send classified professionals to CLI if they are not officers. Per Chancellor Reece and Andrea Medina, the fund can be utilized for this purpose. Registration opens in January; estimated four classified professionals will be able to attend. Andrea Medina is also conducting research on identifying any issues of managers not approving overtime for classified professionals to participate in Classified Senate activities. Classified Senate Coordinating Council meeting was spent with the accreditation team to discuss knowledge and awareness of the recommendation associated with the evaluation of classified professionals. Regarding DGC AB361, once the governing board confirms at their meetings every month the virtual meeting continuance applies to all Brown Act committees within the district. The definition of Brown Act is also being reviewed. BP1028- District flag policy has been updated to include the hanging of the Pride flag. A policy and procedure for formally requesting approval for hanging flags is underwritten. BP1022 pertains to Governing Board communications and is structured similarly to the social media updates to policies and procedures but pertains specifically to email communications. Redistricting is to happen soon which is result of the census that is done every ten years. Redistricting determines any boundaries that need to</p>

		<p>be redrawn if there is a significant change that is greater 10%. There was a district-wide strategic planning town hall regarding distance education. Goals and objectives were reviewed in breakout activities.</p> <p>B. Shared Governance Council: Chialin Hsieh presented the student course preference and modality survey result, which she also presented at the last College Assembly. 1465 students responded from fall 2021 currently enrolled and spring 2022 applicant groups. 34% of respondents identified as Latinx. 78% of respondents stated that they are fully vaccinated and 8% stated that they will be fully vaccinated by November 1. 50% prefer online, lab, or studio and 64% prefer online lectures. Budget and RAP were discussed. The budget subcommittee met and reviewed the requests that could be funded by categorical, HEERF- Higher Education Emergency Relief Funds, instructional support funds: 17 proposals planned to be funded from the Brentwood Center, 4 from HEERF, and 12 from instructional support funding. BethAnn has requested that VP Carlos Montoya visit Classified Senate to update the group on the budget and RAP. LD Green presented on the Creative Writing Certificate proposal. They presented data related to enrollment in the program showing the need for the certificate. This proposal was approved at the second read. Paula Gunder presented an ESL for Student Success certificate. The certificate will develop a bridge to entry, intermediate, or advanced students. It is mirrored as credit and noncredit, face to face, online, or hybrid, and evening classes. Sally Montemayor-Lenz provided an update on the Guided Pathways work. Chialin Hsieh also provided information on the ISLO core group update; they have completed the final draft and are currently under approval. This will be an agenda item at the Classified Senate December meeting. Please send any feedback to BethAnn Stone, Sandra Mills, and Robert Delgado (ISLO Core group members). Monday meeting calendar was reviewed and will be on the agenda for approval at the Classified Senate December meeting. The ethnic studies courses were approved.</p> <p>C. Strategic Enrollment Management: Constituents representatives and responsibilities were reviewed. A newsletter or summary was recommended to keep people aware of SEM activities. It was suggested that there is a College Assembly at the beginning of each semester to keep the college updated. SEM approved the Distance Education Strategic Plan for LMC. SEM also approved the LMC Guided Pathways flyer. Breakout rooms were utilized to discuss the super schedule and variations of online, hybrid, and face to face day or evening classes offered to students.</p> <p>D. Safety Committee: The group met last Thursday. There have only been a couple of accidents, slips, and falls on campus. The evacuation plan for Brentwood Center was discussed and updated. The evacuation plan for Pittsburg campus was updated with the new building and safety monitors information.</p> <p>E. Planning Committee & ISLO Core Group: The group has completed the final draft and are currently under approval. This will be an agenda item at the Classified Senate December meeting; BethAnn will send this to the group prior to the next meeting. Please send any feedback to BethAnn Stone, Sandra Mills, Robert Delgado, and Irene Sukhu (SGC). Update was given on eLumen Program Review year 5. Data coaches were deployed in November to support the data related section in the Vision for Success sections of Program Review. EMP progress measures 1-3 were reviewed.</p> <p>F. TAG/Technology Plan Core Group: no report out</p> <p>G. IDEA: Last meeting focused on approving mini grants and developing zero textbook cost (ZTC) classes for child development. Ethnic studies book bulk purchase was approved. There was discussion about approving online vs. face to face classes for fall 2022. The group was unaware the spring 2022 classes were approved.</p> <p>H. Sustainability: no report out</p> <p>I. Professional Development Advisory Committee: no report out</p> <p>J. EEO Committee: The last meeting was cancelled.</p>
7.	Council Business	<p>Fundraising Committee: Nicole Almassey in the chat - “On vacation and Wi-Fi isn’t great. Happy to announce we launched the Fun Run. We have started receiving registrations! This was an awesome team effort. The shirts/medals/race bibs look great. Make a team and challenge everyone to participate and have fun.”</p> <p>Caring Campus Committee: The committee had their first meeting last week. A Wufoo link will be sent out for Classified Professional Nomination Act of Caring- will recognize the individual and the department. A newsletter will be created and sent out to all in spring announcing the winner and Caring Campus updates. This will also include hourly classified professionals. If anyone would like to join this committee, please email Lawrence Punsalang.</p>
8.	Adjourn Meeting	Adjourn at 4:32pm Action: M/S: I. Sukhu/M.Rodriguez (14-0-0)