

## DRAFT CLASSIFIED SENATE MINUTES

Monday, March 10, 2025 3:00 – 4:30 pm

SS4-412/BRT-125 & ZOOM

**Council Members Present:** BethAnn Stone – *President*, Irene Sukhu – *Vice President*, Sheri Woltz – *Treasurer*, Connie Konsavage – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Lyssa Shabusheva – *Council Member*

**Absent:** Alex Rosewood – *Council Member*, Christian Diaz-Galarza – *Council Member*

**Attendees:** Richard Stanfield, Aaron Nakaji, Annica Soto, Justin Nogarr, Irma Gregory, Michael Simpson, Grace Villegas

**Guest(s):** Mandy Liang

Item	Agenda	Outcomes
1.	Welcome	1. <b>B. Stone</b> welcomed everyone. Mandy Liang, AVC Educational Services at the District Office (DO) was introduced. She works with Kelly Schelin and supports all three colleges on legislative mandates and policy implementation that impact academic affairs and student services. She also provides support for the K-12 Partnerships Financial Aid and oversees the International Education Office at the DO. She started as Classified at Skyline College in the Assessment Center then moved to City College of SF for the past 19 years. Mandy was Counseling Faculty and eventually moved into the Dean of Student Success in the Student Affairs Division.
2.	Announcements	2. <b>B. Stone</b> thanked everyone for the cards, condolences, and support over the past few months. She appreciates everyone stepping in and supporting her. A. <b>B. Stone</b> - Congratulations to L. Punsalang winner of the 1 <sup>st</sup> Annual LMC President's Classified Professional of the Year Award! Now on the Governing Board Agenda for Wednesday night's (3/12/25) meeting, it is up for ratification for Lawrence to be awarded the District Classified Professional of the Year Award, which means he will go on pending approval to the State for consideration for the State of California Chancellor's Office Classified Professional of the Year Award. The reception will be at the April Governing Board meeting. L. Punsalang will also be recognized at the College Assembly on Monday, March 17, 2025. B. <b>B. Stone</b> - Classified Leadership Institute (CLI) is later this year, June 25th-27th in Sacramento. If you're interested in attending an email will be coming later this week. We hope to send a team of at least 4 from LMC. I'm working with sister colleges for PD funding so hoping we could send a big group from our District to CLI. C. <b>B. Stone</b> - Spring Break is Sunday, March 23rd-Saturday, March 29th and per the contract, we are on 4/10's. Questions about hours should be directed to your Union Rep, S. Mills. D. <b>B. Stone</b> - Workshops on How to Get Hired in a Community College have been ongoing. The last one was on March 3rd. E. <b>B. Stone</b> - Diversity Hiring Training has some new dates for 2025. If you serve on a Hiring Committee the training is required. March 10th, 1-4 pm; then one in June, September and December. Be sure to register for one of those dates if your training has lapsed or you would like to sit on a Hiring Committee. F. <b>B. Stone</b> - An Email went out recently from the Office of Equity and Inclusion (OEI) about the 2025 Apahe Conference, choosing humanity, co-creating joy, justice, and leadership. The email included a form to register. Please contact the OEI if you are interested in attending. G. <b>B. Stone</b> - The OEI wanted to announce there will be a Celebration of Women's History Month from 2-5 pm in SU 109.
3.	Public Comment	3. <b>C. Konsavage</b> - The person who donated the ceramics for the Crab Feed has generously offered them to us to raffle off at a future event.
4.	Caring Campus	A. <b>R. Stanfield</b> - It's a joy to work with L. Punsalang and it is a well-deserved award! 4. No report.

5.	<b>Approval:</b> <b>A.</b> Agenda of 03/10/2025 <b>B.</b> Minutes of 02/23/2025  <b>C.</b> Teleconference Waiver	<b>A. Agenda Action:</b> Motion to approve the 03/10/2025 CS meeting agenda moving - <b>M/S:</b> S. Mills /S. Woltz (12-0-0) <b>B. Minutes Action:</b> Motion to approve the 02/24/2025 CS meeting minutes with spelling corrections - <b>M/S:</b> S. Mills /S. Woltz (12-0-0) <b>C.</b> No Teleconference Waiver Forms were submitted.
6.	<b>Council Business:</b> <b>A.</b> Spring 2025 Elections  <b>B.</b> Scholarship Committee  <b>C.</b> Graduation Speakers  <b>D.</b> 2025 Crab Feed Update	<p>A. Last call for anybody who would like to participate in the 2025 Elections Committee. The committee should start meeting soon to form the ballots and start the nominations. Positions are for two years and up for election are: President, Treasurer, and 2-year Council Member. There is one three-year position, the 3-year Council Member. All positions would begin July 1, 2025. Concern about committee membership as it is only S. Mills and C. Konsavage currently. Is L. Avery still interested? C. Konsavage to check and email B. Stone and I. Suhku. L. Shabusheva said she would be on the Election Committee.</p> <p>B. Last call for anybody who would like to participate on the Council Scholarship Committee. We have B. Stone, L. Shabusheva, A. Nakaji, S. Mills, C. Konsavage, and R. Stanfield. The committee should be meeting soon to review our scholarship applications for the Senate scholarship award. I will be reaching out to you to schedule a Zoom Meeting, so we can go over the rubric and the process and then know the number of applications and move from there. I will coordinate with that committee regarding the workflow and the award amounts.</p> <p>C. We get to name two readers at Graduation. One of them is typically the Classified Professional of the Year and the other is from the Caring Campus Spotlight, Who Got Caught Caring. We have a few people we'd like to move forward, for approval, pending their availability, Julie Lucca and Aaron Nakaji. Aaron stated he already works the event so he probably will not be available. We will then move on to recent retirees if one of the others is not available. Options are: Lisa McFarland, and Clark Muir. The consensus is to submit in order of preference L. Punsalang, J. Lucca, and C. Muir.</p> <p>D. We had to cancel the Crab Feed due to low ticket sales which was a difficult decision for the committee to make. Crab being more expensive this year was also a factor. Responses for refunds or donations are still coming in so we do not have the exact amount but will have it by the March 31<sup>st</sup> meeting.</p> <p>DVC has had to cancel its last three fundraisers due to low ticket sales. CCC and DVC have asked about a brainstorming session to see if this is just a one-off year or if there's something collaboratively that we could come up with that might help increase the success of future events. Is there a different marketing technique that we're not doing? Is there a different time of year? What other factors may be involved because it is not just LMC that is struggling with continuing to host annual fundraisers?</p>
7.	<b>Presentations:</b> <b>A.</b> CS SP25 Scholarship Fundraiser/Event  <b>B.</b> CS MVV & 2021-24 Goals Workgroup	<p>A. I'd like to think about some other smaller fundraising ideas we could do this semester to help raise extra funds for the Scholarship account. Some ideas are: Chili Cook-Off, Soup Cook-Off, Paint Night with Bindu (SP) will split the ticket sales, Silent Auction at Joblinks (may have issues with DO and collecting money but will check and get back to us), and Bunco Night (L. Shabusheva and C. Konsavage). Now if people could come back with more logistical information for the next meeting on March 31st. Dates, times, supplies needed, location not overly detailed just enough information so we could decide at the next meeting. The idea is if we start planning now, the workload will be minimal.</p> <p>B. The college is currently in the process of developing new goals for 2025-2028, and as part of this process, it is also reviewing its Mission, Vision, and Values (MVV), which were last revised in November 2021. To facilitate this review, a work group will be formed, and the Classified Senate Council members are being asked to recruit one additional Classified Professional to join the group over the next six weeks. The work group is expected to start in April and will initially focus on reviewing the college's MVV, using data and research from the research office as needed, to determine whether any changes are needed. By the end of the semester, the work group will be expected to bring a recommendation to the Senate Council, either confirming that the current MVV is still relevant or proposing changes, along with a rationale for these changes. If changes are recommended, the Senate Council will decide</p>

		<p>whether to move forward with revising the MVV, and the workgroup will either expand or reform to focus on developing new goals and objectives for the college. The development of new goals and objectives will be informed by the college's Educational Strategic Planning process, including an environmental scan that will generate data about the communities the college serves, and is expected to take place over the fall semester, to have new goals and objectives approved by the spring of 2026. The overall goal of this process is to allow for a thorough and intentional review of the college's mission, vision, values, and goals, and to ensure that these are aligned with the college's overall strategic planning process, without putting too much workload on the work group members.</p> <p>The goal is to make these elements more reflective of all classified professionals, not just those who attend Senate meetings. Reservations were expressed about suggesting someone join the work group if they are not present for classified meetings. It was emphasized the importance of getting more classified professionals involved in the Senate and its work. The proposed structure for the workgroup is similar to the one used by the Student Government Council for the Participatory Governance Assessment Task Group and has been used at other colleges and campuses, making it the best approach to generate widespread input into the process. The work group is expected to have several sessions, with the possibility of some brainstorming sessions being held in person, although meetings can also be held on Zoom to accommodate participants' schedules.</p> <p>The goal for the end of the academic year, by June 30th, is for the workgroup to review the MVV, determine if they need to be revised, and make recommendations to the Council meeting, with the possibility of revising the mission and values in the fall semester. B. Stone plans to come up with a timeline for the work group and present it at the March 31st meeting, with the aim of forming the work group in April and having them work on reviewing the MVV throughout the semester.</p> <p>The work group's task is to review the current mission and values, identify any gaps or areas that need revision, and make recommendations to the classified Senate Council, which will then consider the proposals and decide on the next steps, with the ultimate goal of having revised mission, vision, and values approved by the end of the fall semester.</p> <p>It was recommended to print out individualized invitations for each classified professional to invite them to be part of a workgroup, which Bethann Stone thinks is a great idea, as the more people who participate, the better. The idea is to make the invitation process more personalized and intentional and to give people the opportunity to participate in the workgroup, with the possibility of dividing the group into smaller teams to work on different tasks, such as MVV, and goals and objectives. suggests making the invitation more appealing by offering food and refreshments, such as cookies and tea, to draw people in and make them more likely to participate, rather than simply using the term "workgroup" which might be off-putting. B. Stone likes the idea of using a more appealing term, such as "team", and suggests having a meeting on April 14th with refreshments, where people can come to find out more about the team and participate in the process. The meeting on April 14th will be used to invite people to participate in the team, and to provide more information about the goals and objectives of the classified Senate, to make the invitation process more inclusive and engaging. I. Sukhu lives near Brentwood and offered to deliver the invitations once they were ready from the printer. A. Soto offered to put the invitation in mailboxes for the Brentwood staff.</p>
8.	<b>Committee Input and Report Outs</b> A. College & District Reports	<p>A. CSCC focused on reviewing applications and nominations for the District Classified Professional of the Year Award. Discussion around Board Policy (BP) 1020, related to the conflict of interest. This is being sent back for additional review for consideration for anyone who holds jobs in the District and with the Chancellor's Office through grant-funded or part-time consultant positions.</p> <p>The Chancellor at DGC thanked Faculty and Classified Professionals for their presentations on AI at the Statewide Conference. She recently attended the AI Bootcamp.</p>

	<p>BoardDocs is transitioning to a new system called Community. There will be a 90-day transition period starting with a demo and video modules for training. You can start before June 30<sup>th</sup> and access via Single Sign On (SSO).</p> <p>Discussion about CCCCD Business Procedure 22.22: There is a Securities Act that has recently come into law and it will affect how we send sensitive information via email. Send documents via a link, not an attachment, when containing Personal Identifying Information (PII) or sensitive information – including but not limited to, medical records, SSN, SID, etc. The District is moving forward and the BOG policy will require us to transmit information via SharePoint, OneDrive, or a link but not as an email attachment. A reminder to never put any PII into AI. They are coming back for a second read because of a question about Human Resources. Hiring Committee will be sent items via a link but also other information as an attachment. Another area of concern is about images on our college website. Verbiage needs to be added around images.</p>
B. <a href="#">Planning Committee</a>	B. Tabled
C. <a href="#">Sustainability</a>	C. Report tabled but L. Shabusheva volunteered to fill the vacant Classified seat.
D. <a href="#">Professional Development Advisory Committee</a>	<p>D. Call for 2025 Fall Flex proposals is opening this Friday through April 11<sup>th</sup>. A change to the next PDAC meeting. It was scheduled for 3/20/25 but has been moved to 4/3/25 due to conflicting meetings. PDAC has been partnering with the President’s Office. There is hopefully a workgroup to help steer and guide the Opening Day Agendas going forward. They will be looking for volunteers.</p> <p><b>Action:</b> Motion to extend the meeting until 4:40 p.m. <b>M/S:</b> S. Mills/S. Woltz (10-0-0)</p>
E. <a href="#">EEO Committee/ DEEOAC</a>	<p>E. <b>EEO</b> has not met since last CS meeting and they cancelled the meeting tomorrow. Our next meeting is in April.</p> <p><b>DEEOAC:</b> Updates from J. Michels. Meeting times are changing randomly so I was unable to attend the meeting last Thursday. J. Michels pointed out several areas they are still working on. The launch of monthly workshops – how to get hired – for community members and employees. Aimed at educating the public on how our District approaches the hire process.</p> <p>Two faculty members received funding from the EEO Mini-Grants. It was for Common Purpose, Research, Equanimity, Empathy, and Deliverables (CREED).</p> <p>An EEO Mini-Grant also funded work on the Miwok Murals.</p> <p>DEEOAC is still gathering samples and input for several surveys they are seeking to draft this semester; an applicant survey, exit survey and a DEEOAC (campus climate) survey.</p> <p>DOHR is working with PeopleAdmin (our applicant tracking system) to expand the functionality.</p>
F. AI Task Team	F. AI Summit is coming on April 11 <sup>th</sup> at DVC. Invite was sent and a call for proposals was sent out. Still working on the AI-acceptable policy. The Academic Senate (AS) would like to present its draft to the Academic Senate on April 28 <sup>th</sup> .
G. <a href="#">Shared Governance Council</a>	G. SGC meets this Wednesday so I will email out the LMC Proposed Operational Guidelines for Committees document for feedback. I realize it is a tight turnaround. This is a continuing working draft so no end date. We would like thoughtful feedback on this. It hasn’t changed since last time but pages 5& 6 have been added. We are looking for feedback on those two pages. Any feedback please email to I. Suhku, G. Villegas and D. Valencia, your SGC reps.
H. Enrollment Management & Planning Group	H. Tabled

	I. <a href="#">Safety Committee</a> J. <a href="#">IDEA</a> K. <a href="#">TAG</a>	I. Tabled J. Tabled K. Tabled
<b>9.</b>	<b>Adjourn Meeting</b>	<b>Adjourn Action:</b> Motion to adjourn the <b>03/10/25</b> meeting at <b>4:39 p.m. M/S: I. Sukhu/J. Nogarr (9/0/0)</b>

Council Members: BethAnn Stone –President, Irene Sukhu- Vice President, Sheri Woltz – Treasurer, Connie Konsavage – Secretary, Sandra Mills – Union Rep, Alex Rosewood – Council Member, Courtney Diputado – Council Member, Lyssa Shabusheva – Council Member, Christian Diaz-Galarza – Council Member

**2025 REGULAR MEETING DATES: SPRING SEMESTER: February 3<sup>rd</sup> & 24<sup>th</sup>, March 10 & 31, April 14<sup>th</sup> & 28<sup>th</sup>, May 12<sup>th</sup>**

cc: Pamela Ralston, President

Tanisha Maxwell, Vice President of Student Services

A'kilah Smith, Vice President of Instruction

Adrianna Simone & Louie Giambattista, Academic Senate Co-Presidents

Armon Gonzalez, LMC Associated Students President

Carlos Montoya, Vice President of Business & Administrative Services