

CLASSIFIED SENATE MINUTES
Monday, April 22, 2024 3:00 – 4:30 pm
SS4-412/BRT-135 & ZOOM

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

Attendees: Lisa Avery, Connie Konsavage, Robert Delgado, Lindsay Litowitz, Mika Mobley, Tatiana Pak, Annica Soto, Denise Uribe

Guest: Nicole Friend (Steinberg Hart), Carlos Montoya, Ines Zildizic

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome & Introductions Announcements Public Comment Caring Campus	<p>Welcome & Introductions: BethAnn Stone welcomed the group at 3:06 p.m.</p> <p>Announcements: BethAnn Stone announced that President Pamela Ralston’s “Coffee, Classified Professionals, and Conversations with the President” sessions continue in May. The next and final session of the semester will be held on Wednesday, 5/22/24, from 3:30 p.m. to 4:00 p.m. in Room L-109. Please refer to President Ralston’s 12/7/23 “Reminder: Coffee, Classified Professionals...” email for the complete information on this event series.</p> <p>BethAnn Stone shared that the Leadership Institute for Tomorrow (LIFT) has scheduled the fourth of their 2024 Webinar Series, which is co-sponsored by the CA Community College Chancellor's Office. It is titled “Maximizing Your Impact: Unlocking Your Leadership Potential for Workplace Excellence” and it will be held on Friday, 5/17/24. BethAnn will forward additional details, such as the Zoom link and event time, to Classified Senate as they are released.</p> <p>BethAnn Stone announced that the LMC Basic Needs Center, in partnership with Contra Costa Health Services, invites interested LMC employees and students to participate in the final remaining Opioid Overdose Prevention and Naloxone (Narcan) Training of the semester. This training takes place online through Zoom on Friday, 4/26/24, from 11:00 a.m. – 12:00 p.m. Upon successful completion of the training, participants will receive a Narcan Kit to help reduce opioid overdose deaths in our communities. Please refer to Teresea Archaga’s 3/26/24 “[LMC Basic Needs Center] Opioid Overdose Prevention...” email for more information.</p> <p>BethAnn Stone announced that with graduation around the corner, Dean Dave Belman has asked LMC employees to send messages to the Class of 2024 which will be posted on the graduation website. If you would like to send a message, please submit it by the deadline of 5/1/24 using this form. Please refer to Dean Dave Belman’s 4/2/24 “[LMC Graduation] Submit a Message...” email for more information.</p> <p>BethAnn Stone announced that East County's diversity will be celebrated with a Multicultural Food Festival on Thursday, 4/25/24, from 5:00 p.m. to 8:00 p.m. in the Student Union Conference Center. Delicious free food will be catered by local restaurants and there will also be entertainment and a fashion show. For additional information, please refer to Jennifer Saito’s 4/22/24 “Multicultural Food Festival” event announcement email.</p> <p>Public Comment: Catt Wood shared that in Fall 2024, IDEA and Faculty Nexus will sponsor a cohort for a special anti-racism program from the “A Long Talk About the Uncomfortable Truth” speakers. This program will consist of three sessions and someone from the Office of Equity & Inclusion will present on it to Classified Senate at our next meeting.</p> <p>Sandra Mills shared that the Center for Academic Support’s Study Slam activity is taking place on Friday, 5/10/24, in CO-300 and online from 10:00 a.m. to 5:00 p.m. Please refer to Sandra’s 5/1/24 “Study Slam” announcement email for the complete information.</p> <p>Caring Campus: Irene Sukhu let the group know that the Caring Campus Committee has opened nominations for this semester’s “Who got Caught Caring?” activity. Please refer to Irene’s 4/30/24 “Caring Campus...” email for the complete instructions on how to recognize your fellow Classified Professionals for their caring actions.</p>

5.	<p>Approval:</p> <p>A. Teleconference Waiver Form</p> <p>B. Agenda of 4/22/24</p> <p>C. Minutes of 4/8/24</p>	<p>A. Teleconference Waiver Form: Motion to approve the Teleconference Waiver Form submitted by Irene Sukhu due to Just Cause (illness). M/S: C. Reyes/C. Diputado (10-0-0)</p> <p>B. Agenda Action: Motion to approve the 4/22/2024 CS meeting agenda. M/S: S. Mills/C. Reyes (11-0-0)</p> <p>C. Minutes Action: Motion to approve the 4/8/2024 CS meeting minutes. M/S: L. Punsalang/C. Wood (10-0-2; S. Mills and C. Konsavage abstained)</p>
6.	<p>Presentation:</p> <p>LMC Facilities Master Plan – 2nd Read</p> <p>Monday Meeting Calendar</p>	<p>A. LMC Facilities Master Plan – 2nd Read: Carlos Montoya, Vice President of Business & Administrative Services, Ines Zildzic, Vice Chancellor of Facilities Planning and Construction, and Nicole Friend from Steinberg Hart presented the second read of the LMC Facilities Master Plan (FMP). The draft has been updated to address comments received. 24 comments/responses were received as of 4/19/24, and Carlos summarized that the comments were related to safety concerns of the Child Study Center’s location, pedestrian safety near the Football Stadium, the location of the General Academic Building, and improved open space locations for celebrations, memorials, and playscapes. The FMP is a living document that evolves as we implement projects and as conditions change, and the language used in the draft FMP to address comments reflects flexibility in planning. For example, during the Child Study Center’s project planning, the focus will be on ensuring that the safety priorities can be accomplished, which may result in identifying an alternative location. Sandra Mills asked how the timelines of other projects would be impacted by a change in location such as this. Ines replied that the project timelines are currently broad assumptions, and each project has their own individual timeline. Some projects are sequenced and connected, but the Child Study center can be done in the front or the tail end of the four or five projects in group A. We would like to do multiple projects at a time, but it depends on certain variables such as cash flow, campus impact, and facility availability to users. There were concerns of pedestrian access to the new Athletic Fields & Stadium above Parking Lot B, which could be resolved by blocking off the road to incoming traffic during events to help make that section pedestrian safe. Nicole brought attention to the flexibility in allowing certain programs such as EMT to have an outdoor space and be more community facing. These details will be discussed further as each project moves to the design phase. The draft also received updates to add the sequencing/cost pages and complete the placeholder summaries of the various technical assessments, such as the electrification study, which will be appendices. The last item that was updated were changes to the project names, such as the Interdisciplinary Lab Building, to better reflect the programs which will be housed there. Carlos continued to review the pages of the draft FMP to show where updates have been made. Cesar Reyes added that at DGC a poll had indicated community support for the proposed \$800M and \$400M bond options. Questions were fielded from the group and a request for approval of the FNP second draft was made. Motion to approve the 2024 LMC Facilities Master Plan. M/S: C. Reyes/L. Avery (12-0-0). For your information and reference, the updated FMP draft has been included as an attachment to BethAnn Stone’s 4/24/24 Classified Senate meeting summary email. Please also refer to the Facilities Master Plan website for the FMP documentation. Classified Senate and the rest of the college will continue to receive opportunities for engagement and collaboration in the design phases of the FMP’s projects.</p> <p>B. Monday Meeting Calendar: BethAnn Stone shared the 2024-2025 Monday Meeting Calendar that is up for approval at SGC’s next meeting. An issue came up with the Accreditation Steering Committee around the 9/9/24 meeting date. ACCJC is scheduled to conduct an institutional self-evaluation report training on that date for a report which is due in December of 2026. Accreditation Steering Committee hoped to schedule LMC’s training during a day that encourages everyone, including students, to attend, and 9/9/24 emerged as the best day for the committee’s schedules. The training will be two to three hours long and will take place in the Student Union Conference Center. BethAnn pointed out that this training would replace the first Classified Senate meeting of the fall semester, and offered as an option that CS holds a meeting on the first Monday of fall (8/26/24) and foregoing the 9th. September 2nd is Labor Day. Sandra Mills and Irene Sukhu were not in favor of meeting the first Monday due to the busy schedules of many Classified Professionals during the first week of classes, and others in the group concurred. Catt Wood and others indicated their support of giving up the 9/9/24 CS meeting or potentially moving it to a Friday if a pressing need arises for us to meet. In an informal poll, Classified Senate reached a consensus to endorse the 2024-2025 Monday Meeting Calendar as proposed. For your information and reference, the 2024-2025 Monday Meeting</p>

		Calendar has been included as an attachment to BethAnn's 4/24/24 Classified Senate meeting summary email.
7.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that five applications were received from LMC Classified Professionals to attend the 2024 Classified Leadership Institute (CLI) in Riverside, CA in June. Classified Senate has funding for three of these applicants plus BethAnn herself. BethAnn is working with District Professional Development to identify funding for the remaining two applicants. Priority for participation in CLI traditionally goes to those who haven't attended before and those who are new Council Members, so the top three applicants are Annica Soto, Lyssa Shabusheva, and Irene Sukhu. Catt Wood and Michelle McQuaid have also applied, and additional funding will hopefully be acquired this week to send them as well. Catt will submit their application to PD and BethAnn will submit Michelle's.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC reviewed the Monday Meeting Calendar.</p> <p>C. Strategic Enrollment Management: Irene Sukhu reported that the SEM meeting was cancelled and the working groups are expected to meet. The meeting times and frequency will be based on the Shared Governance Participatory Task Group's findings. Connie Konsavage reported that the Guided Pathways working group was postponed due to a need for input from Dean and Faculty positions outside of the group's purview for the job description.</p> <p>D. Safety Committee: Sandra Mills reported that Safety Committee met and they discussed the Safety Monitor plan and the need for emergency training and evacuation training. Having this as a regular agenda item was proposed, and the group considered additional training opportunities, such as Red Cross, resuscitation, and Narcan trainings for the committee members. BethAnn Stone mentioned that there is a potential co-sponsoring opportunity for Safety Committee and Classified Senate for a First Aid/CPR training from Gretchen Medel as a CS retreat or activity next semester.</p> <p>E. Planning Committee: Planning Committee has not met since the last Classified Senate meeting.</p> <p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>G. IDEA: Catt Wood reported that IDEA met and they reviewed and funded two mini-grants. One is a trip for Ethnic Studies to visit the Oakland History Museum to see the Black Panther display, and students outside of the class are also invited. The "Long Talk..." cohort Catt talked about in Item 3 of these minutes was also partially funded. IDEA also discussed the National Assessment of Collegiate Campus Climates (NACCC) staff survey results. Informal IDEA meetings will continue this summer.</p> <p>H. Sustainability: No Sustainability report out was available at today's Classified Senate meeting.</p> <p>I. Professional Development Advisory Committee: Robert Delgado reported that President Ralston joined the last PDAC meeting and they reviewed the timeline for FLEX week proposals for Fall 2024. The FLEX week application concluded last week. PDAC also reviewed conference funding requests from employees.</p> <p>J. EEO Committee: Connie Konsavage reported that 5/14/24 is a placeholder date for the next EEO meeting. EEO met and they will be collaborating on a retreat for DEEOAC, PDAC, and IDEA committees for early Fall 2024. The goal is to build community across the communities, identify areas for collaboration, clarify focus areas for each committee, and review the 4CD DEI Student Equity Plan. EEO will also be working collaboratively with DEEOAC to implement the 4CD DEI&B plan and become familiar with the CREED framework. Marie Arcidiacono Kaufman and Star Louis Steers received one of the District EEO mini-grants to participate in CREED training and implement the trainer model for the workshop in Spring 2025, and the EEO Committee Members plan to participate. Last, DEEOAC is reviewing and integrating updates and new guidelines of the 4CD EEO plan, and the new version will go to the board in June.</p>
8.	Council Business	<p>A. Elections Committee Updates: BethAnn Stone shared the Elections Committee Updates. BethAnn extended her deepest gratitude to Lisa Avery, Sandra Mills, and T'Sendenia Gage for their time and commitment in the Elections Committee work. We now have a full Council moving into the new academic year. Sandra Mills reported that in the first nomination period, one nomination was received and Lyssa Shabusheva has been appointed as Council Member. In the extended time period, several other nominations were received. Christian Diaz-Galarza was</p>

		<p>nominated as a Council Member, Connie Konsavage was nominated as Secretary, and Irene Sukhu was nominated as Vice President. The Elections Committee recommends that Classified Senate accept these nominations for the 7/1/24 through 6/30/26 terms of office, and without any objections from those present, BethAnn appointed these Council Members as recommended. BethAnn and the group thanked Cesar Reyes, Aaron Nakaji, Lawrence Punsalang, and Irene Sukhu for their terms of service and contributions to Classified Senate and CS activities. BethAnn will be reaching out to the new members after the semester ends to welcome them to the Council, review some initial paperwork, and discuss the different policies, procedures, and processes for each position. The group expressed their excitement for having the new Council Members and a full Council. If you would like more information on Classified Senate, please visit our website.</p> <p>B. Classified Summer Activities: BethAnn Stone presented the plans for Classified Senate Summer Activities. BethAnn proposed a potluck for the last Classified Senate meeting of the semester, on 5/6/24, and thought it would be a great way to celebrate the end of the academic year and all the amazing work we've done for ourselves and the campus community, and also celebrate our Council Members whose tenures are ending and beginning. We have plenty of sodas and waters left over from the Crab Feed, and BethAnn can work with Catt Wood and Annica Soto at the Brentwood Center to help them organize a potluck there too. Please complete the potluck form here by Friday, 5/3/24. A barbeque at the Brentwood Center park is also planned for the summer, and the group debated the best days to hold the event. Once we have a date, BethAnn will work with the Brentwood Center administration, Police Services, and the City of Brentwood to secure the space. We can have hamburgers and hot dogs and BethAnn's preference is to schedule it for July, when our Fund 11 is re-funded. Please vote for the proposed options to help find a time that works for everyone through this Doodle poll. We expect to approve a potential BBQ date at the last CS meeting of the semester on 5/6/24. A Bowling Night activity is being planned, and BethAnn will be checking with Sheri Woltz on the budget to review our available funding. The group discussed whether it would be best to have the event before the end of the semester or afterwards, at the end of May or potentially in June. The group also agreed that Delta Fair Bowl would be the best location for the event. Please vote for the proposed options for the Classified Senate Bowling Night date at this Doodle poll link. Please refer to BethAnn's 4/23/24 "ACTION REQUIRED: Input Needed..." poll announcement email for more information on our summer activities, the polls related to your availability for these events, and the sign-up form for the 5/6/24 CS meeting's Potluck.</p>
9.	Adjourn Meeting	Adjourn at 4:31 pm Action: M/S: S. Mills/L. Avery (8-0-0)