

**CLASSIFIED SENATE MINUTES**

Monday August 30, 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*, Nicole Almassey, Irma Gregory, Robert Delgado, Annica Soto, Tamara Green, Cesar Reyes

**Members Excused:** Catt Wood, Grace Villegas

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 first meeting of the fall 2021 semester.</li> <li>• Justin Nogarr extended his gratitude to the Classified Senate and Classified Professionals for electing him the new Classified Senate President. Justin reiterated comments from his Opening Day speech noting that his time as a Council Member for Classified Senate was very rewarding. Justin enjoyed staying connected with Classified Professionals and felt the work on the CS gave him purpose. Justin noted that he is looking forward to the future and the great things LMC CS will be able to accomplish.</li> <li>• No Public Comment given.</li> </ul>
4.	<b>A. Agenda of 8/30/2021</b> <b>B. Minutes of 5/17/2021;</b> <b>6/7/2021; 6/23/2021</b>	<p><b>A. Agenda Action:</b> M/S: S. Mills/R. Turner approved the agenda with no corrections <i>(12-0-0)</i>.</p> <p><b>B. Minutes Action: 05/17/2021</b> M/S: I. Sukhu/L. Punsalang approved the 5/17/21 minutes with no corrections <i>(11-0-1; Nicole Almassey abstained)</i>.</p> <p><b>Minutes Action: 6/7/2021</b> M/S: T. Green/A. Soto approved the 6/7/21 minutes with no corrections <i>(11-0-1; Nicole Almassey abstained)</i>.</p> <p><b>Minutes Action: 6/23/2021</b> M/S: T. Green/R. Turner approved the 6/23/21 minutes with no corrections <i>(11-0-1; Nicole Almassey abstained)</i></p>
5.	<b>Presentation:</b> <b>ACCJC 2021 Follow-up Report</b>	<p><b>ACCJC Follow-up Report –BethAnn Stone:</b> BethAnn Stone presented the final draft of the ACCJC Follow-up Report. This final version is scheduled for approval by the Governing Board at their September 8<sup>th</sup> meeting. Last fall LMC completed and submitted our 2020 fall ISER and Site Visit (virtually). Following the report and visit, the District and all three Colleges were placed on warning due to five (5) Recommendations. These recommendations were primarily the purview and responsibility of the District and Governing Board. BethAnn noted that District Recommendation #1 specifically relates to the systematic and regular evaluation of Classified Professionals. Over the past several months the District has been negotiating with Local One to finalize and implement the process. The use of Grow @4CD, specifically the Cornerstone system, Managers and Human Resources will have a method to notify and track Classified Professional evaluations. The remaining four (4) Recommendations pertain to the Governing Board. SGC reviewed the draft at their meeting last week and had some minor revisions and points to clarify, it is scheduled for approval at the next SGC meeting on Wednesday. Academic Senate and LMCAS have this item on their agendas today for approval. The LMC ACCJC Follow-up Report is due to the Commission by October 1, 2021. Once this latest draft is approved by the Governing Board, BethAnn will number and incorporate LMC evidence, then work with John Schall (Media &amp; Marketing Design) to insert graphics on the</p>

**CLASSIFIED SENATE MINUTES**

Monday August 30, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

<p>Bylaws Review &amp; Revision</p>	<p>cover page and back page. Then BethAnn will work with Senate Leads and College Administration to obtain signatures for the certification of the report. The ACCJC Follow-up Visit will take place virtually November 2<sup>nd</sup> and 3<sup>rd</sup>. It is noted that the College review and approval timeline is condensed due to the timing of the start of the fall semester (i.e. Senate meetings), with that of the drafts, Governing Board meetings and the due date of the report to ACCJC. The following feedback was noted:</p> <ul style="list-style-type: none"><li>• What happens with unfavorable evaluations? Has the progressive discipline been discussed? – Sandra Mills noted that any unfavorable evaluations where action is taken, has to go through the progressive discipline.</li><li>• Will the evaluation forms currently in the Local One Contract still be used, or will it be revised? – Sandra Mills noted that there is no plan to revised the evaluation forms at this time. BethAnn Stone further stated that any revisions to the forms and procedure for evaluations would be negotiated with Local One and communication would be sent for the review and feedback of College Classified Senates.</li><li>• Who will ensure that the evaluation process is equitable across the campus? What if one Manager evaluates and the other doesn't? – Sandra Mills responded that District Human Resources is responsible for ensuring that this doesn't happen. If this were to happen, Local One may be notified to intercede for resolution.</li><li>• Any Classified Professional can request an evaluation from their Manager, contact Sandra Mills for any questions, concerns and/or issues with evaluations.</li><li>• BethAnn noted that for the purpose of the Follow-up Report, we have to report within a year that the District and Colleges have made changes or additions to current policies and procedures to implement regular and systematic evaluation of Classified Professionals. Any additional details such as revisions to forms, oversight, etc. would be handled with negotiations between District HR and Local One.</li></ul> <p><b>Action:</b> M/S: L. Punsalang/B. Stone approved the LMC ACCJC Follow-up Report (12-0-0)</p> <p><b>Bylaws Review &amp; Revision – Robert Delgado:</b> Robert Delgado reported that at the last CS Special Meeting on June 23<sup>rd</sup>, the CS reviewed the Excel grid of which Bylaws to keep, modify, delete or add. At the last meeting we left off of on the Mission Statement which is also an item of the agenda for today's meeting. Robert confirmed to add this to the agenda for September 13<sup>th</sup> so CS can continue the review and confirmation on which Bylaws to keep, modify, delete and add. It was noted that some of the language in the Bylaws comes directly from District Business and HR Procedures. BethAnn Stone responded that at the last CS meeting on June 23<sup>rd</sup> Shondra West and noted the reference to District Business and/or HR Procedures for those Bylaws which include language from said procedures. For those specific Bylaws, we will not necessarily change the language taken from District procedures, but add more language or context to the Bylaw. Robert stated that he will highlight those Bylaws that take language directly from a District procedure.</p>
-------------------------------------	--

**CLASSIFIED SENATE MINUTES**

Monday August 30, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

	<p>Caring Campus Update</p> <p>CS Mission Statement Revision</p>	<p><b>Caring Campus Update – Justin Nogarr, Lawrence Punsalang:</b> Justin recalled his Opening Day speech highlighting the recent Caring Campus activities and strategies. Justin read the letter we received with a plaque from IEBC. Justin commended Classified Professionals on their work in implementing activities and strategies at LMC. Lawrence Punsalang extended his gratitude to those who volunteered their time in Caring Campus during Welcome Week. This semester Caring Campus will resume meeting and continue our commitment to students.</p> <p><b>CS Mission Statement Revision – Justin Nogarr, BethAnn Stone:</b> At our last CS Special Meeting on June 23<sup>rd</sup>, upon review of our Bylaws it was noted that our current CS Mission Statement could use a formal review and revision. Justin Nogarr and BethAnn Stone discussed a possible strategy to develop a sub-committee responsible for revising and developing drafts to provide to the CS for review, feedback and subsequent approval. The CS reached consensus that forming a sub-committee for this work is best strategy. Irene Sukhu volunteered to serve as the lead for the subcommittee. Justin will send an e-mail to Classified Professionals seeking volunteers to serve on the subcommittee for this work.</p>
<p>6.</p>	<p><b>Committee Input &amp; Report-outs</b></p>	<p><b>A. District Reports:</b> DGC – Justin reported that at the last DGC meeting Brown Act was discussed particularly that as of October 1<sup>st</sup> you need to be present on a District/College campus for a Brown Act meeting. If you are a member of the committee/Senate (i.e. voting member), you will need to provide your physical address and post the agenda on your front door so any one from the public can attend the meeting in person at your location. Kristy Myers accepted an OoCA as a Confidential Employee and can no longer serve as CSCC President, the CSCC will be discussing and identifying a possible replacement at their next meeting. At CSCC the broader goals were discussed, it was noted that the Classified Senates at all three (3) Colleges are responsible for Job Links. There was a recommendation that LMC conduct a Senate Leadership Training Retreat. Also discussed was BP 18.04, specifically the budget revisions within it.</p> <p><b>B. Shared Governance Council:</b> Discussed the Student Centered Funding Formula, Carlos Montoya reviewed the budget and allocations. It was noted in the meeting that we are still in a hold-harmless. The ACCJC Follow-up Report was reviewed and feedback provided. The College Mission Statement was discussed, and Dr. Hsieh presented data on the fill rates at the Brentwood Center and Pittsburg Campus, including online and hybrid courses.</p> <p><b>C. Strategic Enrollment Management:</b> Not met.</p> <p><b>D. Safety Committee:</b> Not met, scheduled to meet on Thursday</p> <p><b>E. Planning Committee &amp; ISLO Core Group:</b> Planning Committee – Meets Thursday. We still need one (1) more CS Representative, Cesar Reyes has graciously volunteered to serve as one of our CS Representatives. ISLO Core Group – Will be holding a virtual retreat on Friday September 10<sup>th</sup> at which time the group will finalize the draft ISLO Definition and begin drafting our ISLO Statement. The draft ISLO Definition was shared at the CS Meeting on May 17, 2021 for review and feedback. No feedback has been received thus far from CS. If you have any feedback, please e-mail it to BethAnn Stone by September 9<sup>th</sup> so it can be communicated at the retreat. The ISLO Core Group is anticipated to completed its charges by November.</p>

**CLASSIFIED SENATE MINUTES**

Monday August 30, 2021

3:00 p.m. – 4:30 p.m.

**Via Zoom**

		<p><b>F. TAG/Technology Plan Core Group:</b> No report. Nicole Almassey is currently the Interim Instructional Technology &amp; Training Coordinator, and will serve as out Interim CS Representative to report-out.</p> <p><b>G. IDEA:</b> No report.</p> <p><b>H. Sustainability:</b> No report.</p> <p><b>I. Professional Development Advisory Committee:</b> Not met.</p> <p><b>J. EEO Committee:</b> Irma Gregory noted that the DEEOAC meets September 14<sup>th</sup>. LMC EEO has not met yet.</p>
<p>7.</p>	<p><b>Council Business</b></p>	<p><b>A. Elections Committee:</b> The 2021-22 academic year CS Council Positions are – Justin Nogarr, President; BethAnn Stone, Vice President; Catt Wood, Council Member; Grace Villegas, Council Member; Irene Sukhu, Council Member; Lawrence Punsalang, Council Member; Sandra Mills, Union Rep (Paul West will remain alternate Union Rep if Sandra is unable to attend). Justin will send an e-mail for a call-out to all Classified Monthly Employees seeking interest in the vacant Secretary seat. If any Classified Professional know a permanent, monthly Classified Professional who is interested or would be a good fit to fill this position, please contact Justin and BethAnn. Since elections were already held, we are now able to vote in and appoint a candidate if one is nominated. BethAnn Stone noted that the Bylaws state that if the Secretary is unavailable to attend meetings the Vice President assumes the duties for transcription of minutes. Therefore, BethAnn will record the meetings so she can participate in the meeting in her Vice President role, then transcribe the minutes following the meeting. <b>Action:</b> M/S: I. Sukhu/L. Punsalang approved the appointment of Reginald Turner as the new CS Treasurer effective immediately <i>(9-0-0)</i>.</p> <p><b>B. Scholarship Committee:</b> Sandra Mills noted that we have exhausted our Scholarship Fund, and we need to focus on fundraising to replenish this account so we can award scholarships this academic year. BethAnn Stone and Justin discussed this over the summer, and this will be on the agenda for the next meeting. A suggestion discussed was to form a fundraising subcommittee to focus solely on developing fundraising events and activities, and developing a calendar of fundraisers over the next academic year. Nicole Almassey and Sandra Mills volunteered to serve on this subcommittee. It was commented that selling food on campus may be difficult given the COVID-19 restrictions. An idea, it to possibly work with local food trucks on supporting the CS by giving us a portion of their sales. We can conduct this activity at both campuses since neither has any food options. Another suggestion was a drive-thru Crab Feed, some other entities did this recently and made a significant profit.</p>
<p>7.</p>	<p><b>Adjourn Meeting</b></p>	<p><b>Adjourn at 4:29 pm Action:</b> M/S: S. Mills/I. Sukhu <i>(9-0-0)</i></p>