

CLASSIFIED SENATE MINUTES
Monday, September 23, 2024 3:00 – 4:00 pm
SS4-412/BRT-135 & ZOOM

Council Members Present: Irene Sukhu – *Vice President*, Sheri Woltz – *Treasurer*, Courtney Diputado – *Council Member*, Lyssa Shabusheva – *Council Member*, Catt Wood – *Council Member*

Council Members Not Present/Joining Virtually: BethAnn Stone – *President*, Sandra Mills – *Union Rep*

Attendees: Myles Crain, Richard Stanfield, Grace Villegas, Irma Gregory, Lawrence Punsalang, Aaron Nakaji

Item	Agenda	Outcomes
1. 2. 3.	Welcome & Introductions Announcements Public Comment	<p>Welcome & Introductions: BethAnn Stone welcomed the group at 3:08 p.m.</p> <p>Announcements: BethAnn Stone made several announcements related to College and District events, activities, and opportunities for engagement, collaboration and to provide feedback.</p> <ul style="list-style-type: none"> • <i>Care & Coffee</i> – The first Care & Coffee session hosted by our Caring Campus Committee is September 13th from 2-3:30 p.m. in CO-200. E-mails with a link to register and a flyer were sent recently, additional sessions will occur throughout the fall semester. • <i>4CS Fall Gathering of the Senates</i> – The next CCCCS Gathering of the Senates is Friday November 8th at Laney College in Oakland from 9 am to 3 pm. We can afford to budget a team of four (4) to attend. BethAnn will develop a Wufoo form for Classified Professionals to sign-up. This will be a first-come, first-serve basis and will require your Manager’s approval before signing up. Additionally, if any Classified Professionals would like to attend outside of the Classified Senate team of four, all are welcome to do so. • <i>Classified Professional of the Year Award</i> – We only received two (2) respondent submissions for the survey consequently, BethAnn has extended the deadline date to Wednesday September 25th. BethAnn highly encouraged all Classified Professionals to complete the brief survey so we have input to consider when developing this annual service and recognition award. • <i>LMC Homecoming</i> – Join the party and stay for the game on Saturday October 5th! Celebrate LMC’s 50th Anniversary at our homecoming game. From 11 am to 12:30 pm party with 102 JAMS and enjoy music, food, games and giveaways, kick-off is at 1 pm and admission is free. If you would like to volunteer to support the event and/or table during the event, please see the recent e-mail from President Ralston with the link to indicate your participation and interest. • <i>COLEGAS 2024 Annual Conference</i> – Districtwide Professional Development Committee is accepting applications for the 2024 COLEGAS Annual Conference that will take place 11/4-11/6 in Sacramento. Application are due Friday September 27th. Look out for additional conference cohort funding opportunities from DWPD. • <i>Program Review Survey</i> – Reminder to complete the brief (less than three minutes) survey on the college’s Program Review process. Your input is appreciated and extremely valued as LMC is working towards re-imagining our program review process. The survey deadline is Friday October 4th. Please see the recent e-mail from Ryan Pedersen with the link to complete the survey. <p>Public Comment: Sheri Woltz gave an announcement on the LMCF 50-for-50 campaign and encouraging Classified Professionals to enroll in payroll deduction to support the foundation and students! It can be as little or as much as you want to deduct. Only 11% of Classified Professionals at LMC do a payroll deduction and we would like to increase that number. It would be awesome if we could get 50 new Classified Professional payroll deductions as we are celebrating LMC’s 50th anniversary this month. Sheri has some flyers and little fifties candies that she passed around the room.</p>
4.	Approval: A. Agenda of 9/23/24 B. Teleconference Waiver Form	<p>A. Agenda Action: Motion to approve the 9/23/2024 CS meeting agenda. M/S: S. Mills/S. Woltz (11-0-0). BethAnn noted that since we had two (2) back-to-back Classified Senate meetings in two (2) weeks we are going to be reviewing, discussing and potentially approving the minutes from our September 16th and 23rd meetings at our October 7th meeting.</p>

		B. Teleconference Waiver Form: No teleconference waiver requests were made at today's Classified Senate Meeting.
5.	<p>Presentation: Fall 2024 Events & Activities</p> <p>Classified Professional of the Year Award</p>	<p>A. <u>Fall 2024 Events & Activities:</u> Lyssa Shabusheva has developed a proposal to share for a small potential fundraiser this fall, an "Escape Room". Although we are anticipating launching it during Halloween week, it can run at any time as it does not have to be Halloween themed. This fundraiser would be cost efficient for us to run (less than \$100 for materials), it would only cost us time in manning the event and recruiting volunteers to support it. We would provide a link and schedule slots in 30-45-minute increments and run it for at least two (2) weeks. After some discussion, the Senate recommended we do 1-hour sessions so groups will be done in 45 minutes and that leaves 15 minutes for room/puzzle reset. We hope to get L-109 for the activity, as we can also store the materials in the backroom space when we are not using the room. However, after some discussion it was recommended to look into the old Cafeteria as a possible space since it is currently not being used and is large enough, we also would not have to worry about working around other meetings. The room can be LMC Mustang themed, like finding Maurice. We would need a small committee/work group that would sit down and select the puzzles we want to do and possibly add some that aren't listed already. We would need to recruit at least 2-3 members to serve on the small workgroup to plan the puzzles and design the materials. Then we would need enough volunteers to have 1-person man the Escape Room at all times of operation. BethAnn can do an introductory video for the Escape Room participants announcing the puzzles and welcoming participants. BethAnn will work with President Ralston to encourage Managers to support Classified Professionals to volunteer for this event. The Senate recommended holding the sessions Monday through Friday 3:00 p.m. to 7:00 p.m. or 6:30 p.m. Lyssa also volunteered to work a Saturday date if we wanted to open it on the weekends. With this being a family friendly event, employees can bring their little ones after picking them up at Child Care to do something fun. BethAnn will connect with Sheri and Lyssa to go to the Classified Senate closet and assess the materials that we already have and those that we still need to get. This item will be added to our next meeting agenda for further discussion and approval.</p> <p>B. <u>Classified Professional of the Year Award:</u> LMC has not traditionally had a Classified Professional of the Year Award unlike DVC and CCC. Nominees from LMC for the CCCCD Classified Employee of the Year Award and the CCCCO Classified Employee of the Year Award are typically done via the Chancellor's Office process which is a very lengthy application and given the timing of Governing Board approval; it has been challenging for LMC to nominate multiple candidates as there is never adequate time to publicize and complete applications. So in an effort to align this process with the other colleges, BethAnn has been in discussions with President Ralston to adopt an annual Classified Professional of the Year Award application and process at LMC. DVC and CCC Classified Senate Presidents have both provided their applications and processes which has helped to begin drafting the application form and rubric. While the other two (2) campuses hold their application periods in early spring, we would like to open ours in fall (possibly November) and run until January, with the awardee being announced in February. We need your feedback on the naming of the award and the criteria by which you feel excellence in service and leadership of the awardee should be scored by in the rubric. BethAnn also requested feedback from the Senate on the application evaluation – should it be a committee of five, a smaller committee of three? One suggestion was to have a committee of five – the CS President, the College President, a Foundation Board Member and two (2) additional Classified Professionals which can rotate annually. BethAnn sent out a brief two-item survey to all LMC Classified Professionals for feedback however, it only generated two (2) responses. Consequently, BethAnn extended the deadline to Wednesday September 25th to hopefully generate more input. It was also strongly encouraged for Classified Senate to complete the survey with their feedback. BethAnn did share the feedback thus far from the survey. Some potential names submitted were LMC Classified Leadership & Service Award and LMC Classified Professional Excellence in Service & Leadership Award. input on criteria provided was:</p> <ul style="list-style-type: none"> • Active in committee and campus events • Friendly and supportive and students and employees • Effective in their role at LMC

		<ul style="list-style-type: none"> • Cross departmental collaboration • Mentorship and engagement – seeks out guidance and support from mentors while also offering mentorship and guidance to peers • Process improvements • Innovative problem solving • Campus Impact • Commitment to equity • External partnership building <p>A suggestion was to contact previous award winners and request their input into the application and criteria. BethAnn will share the updated results with President Ralston to develop a draft to bring to the October 7th meeting.</p>
6.	Committee Input and Report Outs	<p>A. College & District Reports: College Updates – After the recent power outage, college management held a debrief to identify things done well and areas of improvement. While this was not an emergency evacuation, but a workplace environment evacuation the debrief generated the need to review building monitors and safety monitor updates and trainings. The college is also discussing proactive trainings on active shooter situations and looking at getting fire drills conducted on a more consistent basis.</p> <p>District Report – Sandra Mills briefly mentioned the recent e-mail on the form and process for submitting requests for remote work to your respective Manager(s). This was a negotiated item that Local One has been working with 4CD on implementing. Sandra noted that if you have submitted a request and never receive a response from your Manager and/or you are declined a request for remote work to let Sandra know as these are concrete items that can be brought to District for discussion and possible resolution. Jeniffer Monroy, DVC Classified Senate President, is stepping down as President. This will be Jeniffer’s last semester as DVC’s CS President, they will be holding elections this semester to identify a new CS President as well as fill other open seats on their council. As such, this academic year BethAnn and CCC’s CS President, Stephanie Figueroa, will share CSCC President duties. Stephanie will be CSCC President for fall 2024, and BethAnn will assume the role in spring 2025. CSCC is making headway on developing a Job Links procedure/policy. We are currently working on developing an outline for the draft. We shared our concerns with Mojdeh that there has been no Classified Senate representation for the past 2-3 years from District Office. We discussed the budget for Job Links which will come primarily from the CSCC budget (\$7-\$10, 000/year) and can be augmented by the District Classified budget and our LMC Senate’s budget with items that we want to keep for future use (i.e. décor, waters, sodas, swag, etc.). The District and DGC, at the request of FSCC and CSCC, are updating the Senate’s budget (Business Procedure 18.04) to reflect a more accurate budget given cost increases and inflation the past few years. One item that has already been removed from the procedure was the stipend for Academic Senate President, as this is a negotiated item it was removed from the procedure. During that time, Sandra raised that Classified Senate Presidents should also get a stipend, hopefully we can revisit this when negotiations are underway again.</p>
7.	Adjourn Meeting	Adjourn at 4:07 pm Action: M/S: S. Mills/S. Woltz (9-0-0)