

**CLASSIFIED SENATE MINUTES**  
**Monday, January 31, 2021 3:00 – 4:30 pm**  
[ZOOM](#)

**Members Present:**

**Council:** BethAnn Stone – *President*, Reginald Turner, – *Treasurer*, Aaron Nakaji – *Secretary*, Lawrence Punsalang – *Council Member*, Catt Wood – *Council Member*, Irene Sukhu – *Council Member*, Grace Villegas – *Council Member*

**Attendees:** Paul West, Nicole Almassey, Irma Gregory, Shondra West, Cynthia Perez

**Guest:** Sabrina Kwist

Item	Agenda	Outcomes
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<p><b>Welcome</b></p> <p><b>Announcements</b></p> <p><b>Public Comment</b></p>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:05 pm.</p> <p><b>Announcements:</b> BethAnn Stone provided a link for those interested in attending the 2022 Classified Leadership Institute on June 10th, and expressed that past events were engaging and informative. Classified professionals are encouraged to attend. Please reach BethAnn if you are interested or would like more information, and discuss your interest in participating with your respective Manager(s) in advance. The link to indicate interest is also included in BethAnn's Classified Senate January meeting update email.</p> <p>BethAnn offered a registration link for signing up to serve on the planning task force for Job Links 2022, held at LMC. BethAnn's Classified Senate January meeting update email also includes this information. BethAnn shared an update on behalf of Cesar Reyes, who was unable to attend this meeting and had reached out to Lucy Snow about potential Job Links activities. Lucy is on board with organizing a ceramics workshop and BethAnn is expecting the Job Links date to be confirmed at the week's CSCC meeting. Cesar is also collaborating with a student worker on a design for a flyer advertising a future Council retreat, with the goal of encouraging engagement in Classified Senate meetings.</p> <p>BethAnn has connected with Justin Nogarr regarding the printing of the brochures purchased by Classified Senate in 2021. Although they were unable to be printed last semester, an alignment error was caught and the print job will be completed next week.</p> <p>BethAnn updated the group about the 4CS Gathering of the Senates, which will be held virtually on February 25th from 10:00 – 2:00 AM. This event is a great opportunity for classified professionals to collaborate, network, and share their strategies, efforts, and experiences.</p> <p>BethAnn highlighted the publication of the Caring Campus Committee's first issue of their newsletter and praised their accomplishment. Irene Sukhu confirmed that the newsletter was BCC'd to all LMC employees. BethAnn offered to reach out to Eloine Chapman for help creating a campus webpage to host the issues, which are currently hosted through a Canvas shell, and Lawrence Punsalang expressed that this will be discussed within the committee.</p> <p><b>Public Comment:</b> Dean of Equity and Inclusion, Sabrina Kwist announced a professional development update. Although the Wufoo form for requesting professional development funds is being updated, you may still apply, but permission to attend in-person events must be approved by your respective VP. This approval is requested through the completion and submission of the form, but may cause a slight delay in its processing. Sabrina will update the form to include a section for writing an explanation of why it is essential for you to attend in-person that professional development opportunity. Applicants are encouraged to submit these requests as exceptions have been made, and Sabrina reiterated that classified professionals can qualify for professional development, both virtual and in-person. Sabrina expressed that individuals should feel supported in their advancement and journey through the classified professional development process, and suggested a partnership between the Office of Equity and Inclusion and Classified Senate to organize a virtual Flex workshop/panel, informing classified professionals about the types of and processes for requesting professional development funding.</p> <p>Sabrina also shared that the Black History Month 365 website continues to be updated with news of virtual events and if you have any events for inclusion, please send them to Teresea Archaga in Student Life.</p>

	<p><b>Approval:</b></p> <p><b>A. Agenda of 1/31/22</b></p> <p><b>B. Minutes of 12/13/21</b></p>	<p><b>A. Agenda Action: 1/31/22</b> Motion to approve the 1/31/2022 CS meeting agenda with one (1) amendment to table Item C under agenda item #5 Presentations (Bylaws Review &amp; Revision) until the February 14th meeting: <b>M/S: I. Sukhu/N. Almassey (11-0-0)</b></p> <p><b>B. Minutes Action: 12/13/21</b> Motion to approve the 12/13/2021 Classified Senate Meeting Minutes: <b>M/S: C. Wood/L. Punsalang (11-0-0)</b></p>
<p>5.</p>	<p><b>Presentation:</b> Employee Engagement Survey Results Crosswalk Review</p> <p>CS Goals 2021-24 – SP22 Priorities</p> <p>Bylaws Review &amp; Revision</p> <p>Job Links 2022</p>	<p><b>A. <u>Employee Engagement Survey Results Crosswalk Review – B. Stone:</u></b> BethAnn Stone addressed a request from the last meeting to calculate and share the demographics of the different employee groups that responded both years of the survey (2019 and 2021), for comparison. BethAnn shared the data and led the group's discussion and interpretation of the results from the Race/Ethnicity, Gender, Disability, and Employee Group survey questions. About the same percentage of those surveyed responded to the Race/Ethnicity identification survey question, and a noteworthy percentage declined to state. The group noted that the Trans male/Trans man and Trans female/Trans woman groups went from one respondent each in 2019 to zero in 2021, and that many reasons for this decline are possible. When referring to the survey question about the respondent's Employee Group, please note that each category was not further distinguished by employment type (permanent, hourly, etc.). The results indicated a significant decline in student worker survey participation and BethAnn posited that the primary reason for this could be that, due to COVID-19, fewer student workers are employed overall across the campus, and hoped that this trend reverses by the time the next survey is collected. BethAnn shared the Percent Distribution by Employee Group Tableau workbook, which can be found on Sharepoint, through VPN connection. This workbook provides data from 2010-2011 to 2020-21. BethAnn highlighted the relatively low number of Classified Monthly compared to Part-time Faculty, and the sharply decreasing number of Classified Hourly and Student Workers employed. Nicole Almassey pointed out that many Part-time Hourly and Student Workers were let go during the pandemic, which is important to document in the review template. BethAnn agreed that the impact of the pandemic on employee groups has been dramatic and that this can be highlighted by Classified Senate to Planning Committee. Nicole asked for the number of vacant permanent positions, and Paul West clarified that there is an important difference between a funded position and an authorized position which should be accounted for if vacant position data is requested. The Percent Distribution by Employee Race/Ethnicity Tableau Workbook was displayed for the group, and BethAnn will continue to share this data with Classified Senate on a semester basis or upon email request. Catt Wood suggested that the decline in Race/Ethnicity diversity may be related to the decline in the college's most diverse employee groups which was described in the first Tableau. BethAnn also displayed the comments from the relevant sections of the survey pertaining to shared governance and highlighted the comments regarding RAP and clarity of the questions, concerns which will be included in the review template. BethAnn shared a concerning and troubling comment describing a respondent's negative experiences with management and the group discussed the actions Classified Senate can take to support and help individuals such as this, and examples of mechanisms available at LMC and other colleges for reporting these experiences (union reporting, District Human Resources, and hate incident reporting). If you would like to receive the comments to review, please email BethAnn, who expressed that she is here to support and help. The review template in discussion will be included in BethAnn's Classified Senate January meeting update email along with screenshots of the two Tableau workbooks explored during this meeting.</p> <p><b>B. <u>CS Goals 2021-24 – SP22 Priorities – B. Stone:</u></b> BethAnn Stone presented the Classified Senate Goals and the group discussed the Spring 2022 Goals &amp; Priorities and their objectives. Previously, the group considered prioritizing Goal #1 (developing and promoting additional opportunities for classified professionals to participate in activities that embrace diversity and celebrate multiculturalism) and Goal #3 (increasing by 10% the number of classified participating in committees, activities, and professional development opportunities). BethAnn requested consensus at the next meeting for what the Classified Senate would like to work on this semester to achieve these goals, and how the group felt about the priorities as written. Catt Wood suggested a parking lot picnic luncheon/pot luck. Addressing Goal #1, Shondra West suggested a "Diversity Day" virtual event where participants could learn about each other by sharing an artifact that describes something meaningful about their diversity. To work towards greater connectivity, BethAnn suggested that Classified Senate host an open, virtual forum as an opportunity for classified professionals to come together and express what's on their mind. This event could be 2 hours and scheduled later in the afternoon or early evening so as not to conflict with work schedules. Nicole Almassey has</p>

		<p>experience organizing a "Cultures Around the World" event wherein participants host a booth and share a craft, food, or story about their culture. The Spring 2022 Goals &amp; Priorities will on the next meeting's agenda, so please continue to brainstorm and consider ideas for activities.</p> <p><b>C. <u>Bylaws Review &amp; Revision – S. West and R. Delgado:</u></b> This item was tabled until the next meeting.</p> <p><b>D. <u>Job Links 2022 – B.Stone:</u></b> BethAnn Stone requested ideas for Job Links 2022 workshops, guest speakers/presenters, and a theme. Job Links will be held at Los Medanos College with an expected date of Thursday, June 2, 2022. This is a district-wide, classified-led professional development activity and the LMC Classified Senate is seeking Classified Professionals to serve on the LMC Job Links Planning Group. The link to sign up is included in BethAnn's Classified Senate January meeting update email. BethAnn will meet with President Kratochvil and VP Montoya on specific protocol for COVID-19, which may limit the capacity for in-person attendance. If you have any ideas or suggestions on guest speakers, workshops, and/or presenters please share them with BethAnn.</p>
6.	<b>Committee Input and Report Outs</b>	<p><b>A. <u>District Reports:</u></b> CSCC and DGC have not met since the last Classified Senate meeting.</p> <p><b>B. <u>Shared Governance Council:</u></b> Shared Governance Council has not met since the last Classified Senate meeting.</p> <p><b>C. <u>Strategic Enrollment Management:</u></b> SEM has not met since the last Classified Senate meeting.</p> <p><b>D. <u>Safety Committee:</u></b> Safety Committee has not met since the last Classified Senate meeting.</p> <p><b>E. <u>Planning Committee &amp; ISLO Core Group:</u></b> Planning Committee has not met since the last Classified Senate meeting.</p> <p><b>F. <u>TAG/Technology Plan Core Group:</u></b> TAG has not met since the last Classified Senate meeting.</p> <p><b>G. <u>IDEA:</u></b> IDEA has not met since the last Classified Senate meeting.</p> <p><b>H. <u>Sustainability:</u></b> Sustainability has not met since the last Classified Senate meeting.</p> <p><b>I. <u>Professional Development Advisory Committee:</u></b> PDAC has not met since the last Classified Senate meeting.</p> <p><b>J. <u>EEO Committee:</u></b> EEO Committee has not met since the last Classified Senate meeting.</p>
7.	<b>Council Business</b>	<p><b>A. <u>Fundraising Committee:</u></b> Nicole Almassey announced that the fall Fun Run has raised \$4,000, with about 40 individuals participating and seven donations to be collected. Plenty of shirts and medals remain from the event for another possible Fun Run this semester. The Fun Run webpage continues to be developed and Nicole hopes that pictures from the event may be shared for display at the scholarship ceremony.</p> <p><b>B. <u>Caring Campus Committee:</u></b> Lawrence Punsalang thanked Classified Senate for creating the Caring Campus Committee and announced the completion of the Caring Campus logo and the Caring Campus pins and "Ask Me" badges, created in collaboration with LMCAS and the Outreach Department. The "Who Got Caught Caring?" nominations were also released, and the Caring Campus newsletter's first issue was published. Lawrence acknowledged Linda Jackson and Irene Sukhu for the newsletter's success and offered the group to contact him to receive a Caring Campus pin or badge. Irene shared that the newsletter used photos taken by Lawrence during Welcome Week, and the second issue is planned to be published at the end of the semester with another "Who Got Caught Caring?" section. Shondra West voiced her praise at how well the newsletter evoked the spirit of caring in its words.</p>
8.	<b>Adjourn Meeting</b>	<b>Adjourn at 4:32 pm Action: M/S: N. Almassey/R. Turner (11-0-0)</b>