

CLASSIFIED SENATE MINUTES

Monday, October 7, 2019

3:00 p.m. – 4:30 p.m.

Room CC2-236

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, Letta Greene – *Treasurer*, BethAnn Stone – *Secretary*, Ninnette Alfaro – *Council Member*, T’sendenia Gage – *Council Member*, Sandra Mills - *Local 1 Representative*, Imelda Lares, Susie Hansen, Justin Nogarr, Sara Larkin, Chris Long, Courtney Diputado,

Members Excused: Catt Wood

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<ul style="list-style-type: none"> • Meeting called to order: 3:05 p.m. • The Senate welcomed new Council Member T’sendenia Gage (Miss T). T’sendenia is Program Coordinator for the Student Success & Retention Program. • Please review the e-mail on the upcoming Halloween event with the LMCAS. N. Almassey will purchase candy for kids and Classified will be responsible for one (1) game. We still need Classified volunteers for the haunted house, tickets, clean-up and much more! Don’t forget to e-mail to sign-up. • No public comment given.
<p>4.</p>	<p>A. Agenda B. Minutes C. Treasurer’s Report</p>	<p>A. Agenda- Action: M/S: N. Alfaro/B. Stone (<i>7-0-1, S. Mill abstained</i>) B. Minutes 9/9/2019 – Action: M/S: N. Alfaro/R. Delgado approved with three (3) corrections (<i>8-0-0</i>) C. Treasurer’s Report: No report given.</p>
<p>5.</p>	<p>Presentation</p>	<p><u>EEO Survey – Nicole Almassey:</u> The previous issue with the link has been resolved and the EEO Survey is now open. N. Almassey provided the link and time was allotted in this meeting for Classified to complete the survey. Per previous approval, Classified Senate will be offering a \$25 gift card to the LMC Bookstore and a \$25 gift card to Starbucks. The survey is confidential however, in order to be entered in the drawing the respondent will need to send an e-mail with their name to enter the drawing. The winners will be drawn from the emails sent at the Classified Senate meeting following closure of the survey.</p>
<p>6.</p>	<p>Committee Input and Report-Outs</p>	<p>A. District Reports: DGC reviewed and discussed the EV charging station installed district-wide. This project was of no-cost to the College and no gains nor losses will be incurred by the District as a result. Usage data for the surrounding area helped to provide information on the number of charging stations to install at each campus. Some parking spaces will be re-striped for staff parking to replace the ones that were taken with the charging stations implementation.</p> <p>B. Shared Governance Council: SGC approved the \$500,000 previously allocated for the Brentwood Center lease, to be allocated for the increase in staffing at the new Brentwood Center.</p> <p>C. Strategic Enrollment Management: Meets twice a month and is working towards enrollment numbers and students completing their degrees in two (2) years. Members received the binders and overall vision of Strategic Enrollment Management (SEM). It is the revitalization of the previous Enrollment Management Committee and is in direct alignment with the Guided Pathways. There are three (3) constituency members from each group to represented on the Committee. The last meeting provided an overview of the purpose of the Committee and</p>

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		<p>defined what Strategic Enrollment Management is.</p> <p>D. Safety Committee: Met and discussed their charges and membership, additionally ensuring that the Brentwood Center is included. The Committee also discussed how they would like to conduct business (i.e. become an ad-hoc committee, or remain a sub-committee of SGC). It was noted that for this Committee it would work best to become more of a working committee, classified as an ad-hoc committee rather than an SGC sub-committee. Additionally, a concern was being mindful of committee members that “come and go” on the Committee as projects and work will begin and then it may have to cease, due to members leaving or may never get completed. Currently the official Classified Senate representatives on this Committee are Susie Hansen and Eloine Chapman. It is noted that the Brentwood Center has not conducted any fire drills recently, and at the current location the evacuation meeting space will not fit 1,000 people in an emergency.</p> <p>E. Planning Committee: The Planning Committee approved the Administrative, Instructional and Learning Communities Program Review Year Three templates. The Student Services template is still in the revision process and will be sent to Chialin and BethAnn by Friday October 18th. The draft template will be then disseminated via e-mail to the Planning Committee for review and approval (via e-mail). There will be four (4) Tableau trainings in October to assist programs/units with accessing their data and using it to help complete their program review. Diane White was introduced as the consultant hired to help facilitate the revision of our Mission, Vision & Values and the development of our EMP 2020-2025. The Educational Master Plan (EMP) Core Group met which included the Planning Committee augmented with two (2) members from each constituency group. The EMP Core Group will begin meeting at 2:00 p.m. (following Planning Committee business from 1-2:00 pm) on the first Thursday of every month. The EMP 2020/MVV timeline, communication plan, and Core Group membership was reviewed and discussed. Catherine Fonseca will join the EMP Core Group as the second Classified representative (with Paul West). The Core Group reviewed and discussed the data requirements for the EMP 2020. Natalie Hannum will work with Diane White to gather and analyze the Economic Outlook data and EMSI updates.</p> <p>F. TAG: Did not meet.</p> <p>G. IDEA: No representative present at the Senate meeting today.</p> <p>H. Sustainability: No representative present.</p> <p>I. Professional Development Advisory Committee: Demonstrated Cornerstone at their September 26th meeting. It is anticipated to roll-out in spring 2020. The next meeting is on October 24th at 3:00 p.m. in L-215.</p> <p>J. EEO Committee: Meets again tomorrow from 2:30-4. See previous presentation on EEO Survey.</p>
<p>7.</p>	<p>Council Business</p>	<p>A. Open Committee Seats: We currently need Classified Senate representation on EEO, Sustainability and IDEA.</p> <p>B. Program Review: The Student Services Program Review template is currently going through a rewrite-revision process. It will be reviewed and possibly approved by the Planning Committee by the end of October.</p> <p>C. Scholarship Committee: S. Mills received e-mails from six (6) Classified Professionals to serve as members.</p>

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		<p>They will be meeting soon to review process and determine rating scale.</p> <p>D. Election Committee: R. Delgado is seeking members for the Committee. Please e-mail if interested in serving.</p> <p>E. Staff Parking Loss-Lot A: Some parking spaces will be re-stripped for staff parking to replace the ones that were taken with the charging stations implementation.</p> <p>F. Strategic Enrollment Management: This was a double-entry on the agenda. N. Almassey wants to be sure that Classified Professionals are aware that this is currently happening on campus.</p> <p>G. Accreditation: The Classified Senate and LMC Associated Students conducted a joint meeting on October 7th to review and provide feedback on drafts of ISER Accreditation Standards. The meeting went very well and a lot of feedback and information was collected. The next draft will be sent to the college via e-mail on October 23rd with a College Assembly to gather additional input will be on October 28th.</p>
8.	Adjourn Meeting	Action: This meeting ended at 4:13 pm