

CLASSIFIED SENATE MINUTES
Monday, October 7, 2024 3:00 – 4:30 pm
SS4-412/BRT-135 & [ZOOM](#)

Council Members Present: BethAnn Stone – *President*, Irene Sukhu – *Vice President*, Sheri Woltz – *Treasurer*, Connie Konsavage – *Secretary*, Sandra Mills – *Union Rep*, Courtney Diputado – *Council Member*, Catt Wood – *Council Member*, Christian Diaz-Galarza – *Council Member*, Lyssa Shabusheva – *Council Member*

Attendees: Irma Gregory, Richard Stanfield, Megela Ohare, Justin Nogarr, Cristina Navarrete, Denise Uribe, Myles Crain

Guest(s): Dr. Tanisha Maxwell

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus	<p>1. Meeting called to Order at 3:07 pm.</p> <p>2. B. Stone - The 4CS Fall 2024: Gathering of the Senates: Friday, November 8th, 9am-3pm at Laney College – folks not liking Wufoo forms so I’m going to look into other options like Microsoft forms or other form development software. The 4CS Fall 2024: Gathering of the Senates is first come first served and Classified Senate has enough funding to send a team of 4. There is a link in the meeting announcement and will send a summary out later this week. Be sure to get management approval and submit your letter of interest. Registration is about \$50 and that also includes travel. Lunch is provided and a continental breakfast. There are two per year, one in fall and the other in spring.</p> <p>B. Stone - Care and Coffee: 2pm-3:30pm in CO-200 and the next session is November 8th. Don’t forget to register for it.</p> <p>B. Stone - LMC 50/50 Fundraiser: Still going on and is part of the LMC 50th anniversary celebration. Currently Classified Senate only makes up 11% of the total payroll deduction. You could do as little as \$5 or as much as \$50 or whatever you wanted. Your classified rep is Sheri Waltz and the last meeting minutes have information on how you can donate or sign up for payroll deduction.</p> <p>B. Stone - Job Links 2025: Still time to indicate your interest in participating in the 2025 planning committee. A doodle poll will be sent out later this week to all those that expressed an interest so we can schedule our first meeting for mid to later this month. Meetings are traditionally held via zoom. Once it gets closer to that date, we’ll have them in person, especially if there are decorating parties or stuff like that that needs to happen before. It is a great opportunity to participate in a district wide professional development event.</p> <p>3. I. Gregory – Foundation, it would be interesting to see information on how the foundation raised the money towards the school as well, excluding payroll deductions. What else has been done in this area?</p> <p>S. Woltz – The next Foundation Committee meeting is the 3rd Thursday of the month, 10/17/24. After that meeting I will report our what was on the budget.</p> <p>B. Stone – With payroll deduction you can donate to the general fund or scholarship fund. This campaign they are asking for unrestricted funds with the LMC 50/50 Fundraising. Funding for the Foundation has depleted quite a bit so they are seeking to increase the funding which will hopefully increase the opportunities for grants and emergency loans for students. I donate to the Classified Scholarship through payroll deduction so you can choose.</p> <p>4. I. Sukhu - Caring Campus: We had our Care and Coffee on Friday. Sandra Mills presented on Center for Academic Support, Debbie Baskin presented on Financial Aid, and Andrew Murphy presented on EOPS. We also sent out our October newsletter. Julie Luca got caught caring. Welcome Week, she was out in front of Student Services with a sign stating You Belong Here.</p>
5.	Approval: A. Agenda of 10/7/2024	<p>A. Agenda Action: B. Stone - Ryan is out sick and he did provide me with the presentation. I have two proposals: I can present the information and we can take questions and invite him back at a later date or, he will be coming back in early November to discuss SENSE and CESSI and we can just add it to make it a larger presentation during one of our future meetings. Motion to amend the 10/7/2024 agenda to table NACCC Presentation until Ryan is able to present. M/S: S. Woltz/I. Sukhu (13-0-0)</p> <p>BethAnn Stone – I have the first read for you of the Classified Professional of the Year Award. Today I will show you the rubric and the application form itself. We are hoping to launch this the first week of November and close it</p>

	<p>B. Minutes of 9/16/2024 & 9/23/2024</p> <p>C. Teleconference Waiver Form</p>	<p>the second week of the spring term. It is in narrative format and we are wanting people to spend time on it; nominating candidates, answering questions, meeting criteria and providing examples. At out February 24, 2025 meeting we will approve the candidates to move forward for recommendation to the President for award. I'll go into more specifics later but we have Dr. Tanisha Maxwell, VP Student Services here with us so I do not have a problem letting Dr. Maxwell go ahead of this since she is here. Motion to move Presentation C: AB2683 Implementation to Presentation A time slot. M/S: S. Mills/S. Woltz (13-0-0)</p> <p>Motion to approve the agenda with the aforementioned approved amendments. M/S: S. Mills/C. Diputado (13-0-0)</p> <p>B. Motion to approve the 9/16/2024 CS meeting minutes. M/S: I. Sukhu/S. Mills (15-0-0)</p> <p>Motion to approve the 9/23/2024 CS meeting minutes. M/S: S. Woltz/L. Shabusheva (14-0-1; C. Konsavage abstained)</p> <p>A. No Teleconference Waiver Forms were submitted.</p>
<p>6.</p>	<p>Presentation:</p> <p>A. NACCC Survey Results Presentation</p> <p>B. Classified Professional of the Year Award</p> <p>C. AB2683 Implementation</p>	<p>A. <u>NACCC Survey Results Presentation:</u> This item was tabled as presenter did not attend to present.</p> <p>C. <u>AB2683 Implementation: Mandatory Sexual Violence and Harassment Training and Resources</u> – T. Maxwell – This came from the State Chancellor's Office once this bill passed with expectations about the criteria we have to meet. Both at the college level and in terms of our website for Title IX. Also, how we are supposed to implement the training and accountability for students with this mandate? Although this went into effect on September 1, 2024 we actually received an updated memo from the State Chancellor's Office that had the actual training in it about five days after that. It took about two weeks to get this at the district level embedded into Canvas of the videos that were attached to the memo for their training. There has been some student feedback – Why haven't we heard about this earlier? How come we are just getting this October 1st when it went into effect on September 1st? and that was some of the feedback from the district about the timing. I want to share that info in case you received questions from students. Any student that is enrolled for Fall 2024 was automatically enrolled, whether taking a credit or non-credit course. You can access it at the District Office Board, https://www.4cd.edu/title-ix/ or they can go through Canvas as well. The course is now available for students. There was a bit of delay on the first day but everyone should have access as of October 1st. It takes about 35 minutes to complete. There is not a quiz or assessment at the end but there is an attestation that the students check a box for so they acknowledge they completed the training and then on the back end at the District Office. There will be nudges coming from the District Office. There is a planned-out awareness campaign and communication related to this particular mandate. I really encourage students to take the training. There will be some college issued emails related to the requirements. This was recently in this edition of The Experience, as well. The District website gives the hyperlink to the actual policy and you'll start to see these boxes the Annual Training box students can click on and that should take them to the single sign on for Canvas. Or they can log into Canvas and this should be on their dashboard. Any of the District policies and procedures related to Title IX. Some resources that are available and then it also has a link to each of the colleges Title IX webpage as well. There is a Frequently Asked Questions section. They have some of the questions they are already receiving from students. This is annual training so it will only be happening once per year. Students starting in the spring will be taking in the fall. The assumption is that students are wanting to persist and be retained so they would actually still get this training every fall. The deadline for completing the training is December 13th. Questions/Comments? Q: What will happen if I do not complete this training? A: I'm glad you asked that question because it is one of the frequently asked questions I made sure was on there. This is the response the District has shared "This annual training is mandatory for all students according to the California law called Assembly Bill 2683. This important training is designed to equip you with essential skills to prevent sexual harassment. It's essential that we all work together to foster a respectful, harassment-free campus culture." As employees, I'm sure you are aware we do not always have the infrastructure in place to have a lot of teeth to some of the things that we're required to mandate. So, the expectation is to create a culture around the importance of the training itself and why it's important to take it. This is our plan for complying with the law. At this point, there is not going to be an enrollment hold or something like that put on the student. I would encourage you to be broader in your conversation with the student because we still want to make sure we encourage students to complete it. We don't want to disincentivize them and it's really important for them to contribute to a safe learning network, knowing their rights, Title IX, sexual harassment and sexual violence. Q: Has the District communicated a plan for updating the training because watching the same video every year seems redundant. A: The District is not responsible for the training at this point. We're getting it from the</p>

State Chancellor's Office. I do not know if they will be updating it every year or it might be the same for a few years. **Q:** Speaking for veteran students, some of them only come in the spring. Will it present an issue for them? **A:** It may, but if they're not enrolled in the fall, that's a different story. Every fall, those students enrolled will automatically be enrolled in the training. **Q:** Since the District batch enrolled everyone and we have new students for late start classes, will they be automatically enrolled? Or, how will it work for those that are not yet enrolled. **A:** My understanding is that they would automatically be enrolled but I can ask to make sure we have plans for that and will check about intersession as well. **Q:** How will this apply to CVC OEI students? **A:** Probably from their home college. **Q:** Do you know if this is similar to what we take as employees, or is it more designed for students? **A:** It's tailored more specifically to students. Student employees still have to take both. So, to share the feedback we're getting from students, we've already been to LMCAS about a week and a half ago. Dual Enrollment students are required to take this training.

B. Classified Professional of the Year Award: B. Stone – Years and years in the making! A little background... The District and State Chancellor's Office have a Classified Employee of the Year Award annually. The District awardee gets forwarded to the State for consideration. The District candidate is derived from Classified Senate Coordinating Council, which is your President and Vice President from each of the colleges and the District Classified Senate. However, there is no District Classified Senate currently. We are trying to get that revitalized. DVC and CCC have their own process of determining who they want to move forward as a candidate from their college for consideration of the District and State award. LMC has never had a process. What we have done in the past is wait for the application form from the State Chancellor's Office, which is extremely lengthy, to come out every year. The problem with this is the short turnaround. They release at the end of February, District needs the candidate named in March so they could be awarded in April and the State knows the Awardee candidate by April. This only allows two weeks to launch and publicize people to nominate a classified professional for Employee of the Year. I decided I was going to change this this term. DVC and CCC had given us their applications and information. There are generally the same and that is good because then all the candidates are receiving the same information. However, they have similar names. We did a brief survey and had eight responses. One of the questions asked about criteria and the other asked about naming. The one chosen is LMC President's Classified Professional Exemplary Leadership & Service Award. There is a brief description about the purpose of the award and what the ideal candidate should exemplify, on the application. The deadline will be the first Tuesday in February. I will be sending this out with summary and rubric. **Feedback is due by October 18th.** After this process, we're going to do an assessment; evaluate how the process went, how people felt about the application. This will give us an opportunity to revise for the next cycle, should we choose to do so. I tried to keep the questions and content very similar to the other two campuses to be able to get this out for this year. The Foundation awards \$1,000, the same as our sister colleges, to the awardee and then their name is submitted for consideration of the District award. I will be emailing this out to allow for a more in-depth review. We spent time reviewing the form and rubric. Again, please provide feedback by October 18th. Open to changing the committee members, point system (is 45 too high?). The bottom one is a smaller scale because it is an additional reason and open ended. If not completed, do we want to make it zero points? Extra points? Do we want to indicate on the application? How do we want to structure that? These are all things to consider when reviewing it. DVC and CCC formats are different. DVC is a word document and the President emails to everybody. CCC's President also send it out to everybody but theirs is a dynamic form. I prefer word because they can insert images and plenty of room to provide all the examples. Dynamic form has been problematic with narrative and this is all narrative. Again, all things for feedback by October 18th.

Questions: **Q:** Does DVC include an Academic Senate Rep? **A:** LMC President recommended that but will reach out to CCC and DVC to inquire. **Q:** Will this need to go on a roadshow to the senate and back? **A:** No, this is ours and belongs here with us. President Ralston has specifically request that she not be a member of the committee. She wants us to give her the recommendation and then she will approve or ask questions and work with the committee on that. **Q:** Does this only go to classified? **A:** No, this goes to all employees. Anyone can nominate a classified employee. **Q:** There was a specific statement called behavioral commitments. **A:** It's in the same context as Caring Campus committee. I can link to the behavioral commitments instead because I'm not sure how else to say that. **Q:** The scale provides a lot of room for bias. If you award points for specific indicators to condense possible bias. Where is the line that divides 1 from 2, 2 from 3, etc.? We are leaving it to our personal interpretation and that brings bias into the assessment. Awarding points for particular criteria. this will eliminate the bias. It is yes or no.

		<p><u>Comments:</u> We should discuss this more because the other side of this means you are honing in on things, and making it hard for people to think outside. Let's say you didn't do this specific thing in Caring Campus but you've done all of this other stuff. It could narrow how points are built.</p> <p>A possible solution... taking events and making a section for LMC attended events. Having a maximum cap and they get a point if they participated, then the nominating person will let us know in what capacity they participated: part of planning or actually physically present.</p> <p>Hesitant to put a cap on participation and also on specifics because they might not know everything you participated in (escape room but not equity in action). I want to make sure we leave it a little flexible for less specific events.</p> <p>You could have facilitated or coordinated because it's not just participating.</p> <p>It's going to be subjective no matter what. Having the seven different members from various constituencies will help alleviate any bias because it's coming from multiple directions.</p> <p>Thinking of the scoring more in the way we grade employment applications in paper screening, one to three versus one to five or more per answer.</p>
7.	Committee Input and Report Outs	<p>A. College & District Reports:</p> <p>DGC: B. Stone – Chancellor noted the recent Student Trustee Advisory Council meeting she requested student representation on DGC. We currently do not have a student rep. They also talked about AB2683: Sexual Harassment training for students and its launch. As well as mentioning Harmonizing Perspectives and the first session received great feedback.</p> <p>We reviewed the DGC membership roster. Jennifer Monroy is our DGC Chair. The Chair position rotates every year to each constituency group and it was classifieds turn to run it. Jennifer Monroy, DVC CS President is going to chair DGC for this academic year. However, she is stepping down as DVC Senate President and they are currently running elections to find a replacement for her and a couple other open seats they have. Stephanie Figueroa (CCC) will be your CS Coordinating Council (District CS Presidents mentioned earlier). The group meets monthly for this semester and I will be the CS Coordinating Council President next semester.</p> <p>We also discussed District Classified Senate participation. There are approximately 75 classified/confidential employees at the DO. Confidential can actually be a member of the Classified Senate. Mojdeh sent Stephanie the link for a survey I had created and I am working with Stephanie to send to all District classified and confidential employees this week to hopefully plan an off -campus engagement activity for them. We are trying to get them interested in building their Classified Senate back up and get that representation of classified at the District level as well. We've gone more than two years without a District Classified Senate, even a rep, a President. They should have a President, Vice President, Secretary and Treasurer and they have nobody. They have a budget, too. We will be using this for the off-campus activity.</p> <p>We reviewed the Governing Board agenda for this week. Kelly Schelin is presenting the District Strategic Plan to the Board of Governors (BOG). Briefly reviewed the nine-month timeline. They will be gathering input at each of the campuses and centers and the LMC Forum date is November 15th. This will be a public forum for strategic planning at the District level. They will discuss using the CREED framework (Common Purpose, Research, Equanimity, Empathy and Deliverables).</p> <p>We also looked at some policies and procedures. I sent the revised with highlights out with the agenda. I wanted to allow an opportunity for those that have reviewed them and had questions about the revisions.</p> <p><u>Comments:</u> Student Records and Directory Information (SSP 3026) – Recommend to include the list of the policies, like an addendum. The second paragraph states “The District shall maintain policies and procedures for gathering and handling...” so it would help to have in one place for reference. Then in the bullet points from “The District will provide students ...” they usually talk about district or campuses and now we have school. Clarification on what school is referring to – district, campus or have they added in another term? Then “Any sensitive information...” the word necessary is too vague. Who /how is ‘necessary’ determined? Reference to the campus custodian of records. They cannot change that because it is Ed Code language. OK, then we need clarification on who this is because it looks like it refers to one person but we have confidential information spread through multiple departments. What mechanism is there for this person to have access or grant access how that single person will have access to different departments confidential information. Page three, “Request for access to student records...”. A: In another policy or section and in the Ed Code, it is defined as the A&R Director. You are requesting we identify in the policy the A&R Director and how they will have access to the records, correct? Yes, because we have multiple systems and how this will work. Q: There is a reference to a former student on page 4, “if the District</p>

		<p>receives government-issued...” that we must update our information system. The name change of a former student and the key is former student. Maybe I’m missing something. According to this policy I can request the college to change my name on my diploma is the issue. We will be spending resources monetarily and hourly. <u>A:</u> I can tell you it doesn’t happen that frequently but this one is ap=los around gender and people who have legally changed their name due to how they identify as which can be different that their given name when they graduate form LMC. <u>Q:</u> The student information was accurate when the graduated so our relationship ends. It is not the colleges responsibility to provide for changes made after that. <u>A:</u> It is not our responsibility but if they come with proper identification requesting it be changed on their transcript and/or degrees at our college. <u>A:</u> It is a legal mandate. We only have seven minutes left so I am gong to table the remaining reports so we can get to Fall Events to discuss the Escape Room. Be sure to email me your feedback on the policy and procedure revisions right away so I can get them to Kelly Schelin at District and we can get a response before the next DGC meeting where it’s up for final read.</p> <p>I wanted to communicate around Business Procedure 1807, which is our Classified and Senate budget guidelines. They’ve increased it by 15%. Academic Senate sis still like a \$100,00 more than us. They wanted us to push it through classified at DGC. Stephanie Figueroa was our representative in the room and she communicated with us that she wanted to wait and hold off for a second read because we still are not clear on how they come up with our Classified Senate budget. They have a whole process for Academic Senate, they have a base, then by FTES from prior yea and that’s how they come up with Academic senate budget. We didn’t even start to get money from the District for our budget until 2010. DVC gets twice as much as we do. About \$11,000 in our new budget. They’ve increased it by 15% so we were getting about \$10, 350. DVC receives \$20,000 something. If District doesn’t have a Senate are they going to distribute that money between us? That is what we’re trying to find out. That is why we want to hold these activities for the District classified. If they end up not engaging and not having a Senate of their own, then they need to distribute the allocated budget equally or set it aside for Job Links every year. Traditionally, the funds have helped with overflow. We are the only college that stayed within our budget for Job Links. The other two went over on their budgets to that money was tapped to help with that. I am going to be pulling trend data for enrollments for the last two years for all three colleges. I’m going to compare that to the number of classified professionals at each campus. DVC is a larger campus so they probably have more enrollments that we do but I do not think it is twice as many.</p> <p>B. Shared Governance Council: I. Sukhu – RAP: Carlos sent out an email about two weeks ago with the rubric. Created a sub-committee to look at RAP database. The committee consists of Louie Giambattista as faculty rep, Armand as the student rep, Irene Sukhu as classified rep and Rachel Anicetti as the manager. Our meeting is scheduled for Friday, October 18th to look at proposals. Thank you to everyone for your feedback on the draft priorities. It was considered and included in the draft that was presented by Ryan at the college assembly</p> <p>C. Enrollment Management & Planning Group: Tabled</p> <p>D. Student Success Team: Tabled</p> <p>E. Safety Committee: Tabled</p> <p>F. Planning Committee: Tabled</p> <p>G. TAG: Tabled</p> <p>H. IDEA: Tabled</p> <p>I. Sustainability: Tabled</p> <p>J. Professional Development Advisory Committee: Tabled</p> <p>K. EEO Committee: Tabled</p> <p>L. AI Task Team: I. Gregory – Formed on our campus and the district has their own AI committee as well.</p>
8.	Council Business	<p>A. Fall 2024 Events & Activities: Lyssa, Sheri and I met at the Classified Senate closet last week and gave a bunch of boxes to go through and let us know what she still needs. Lyssa, do you want to let us know what your outcome is for today? Motion to extend the meeting to 4:40 p.m. M/S: I. Sukhu/C. Wood (11-0-0) Time: 1:24:41 The room set-up will be a week long, October 21- October 27th. Need sign ups, if you want to donate time during lunch or come after work, just let me know, I’m flexible. The original running date is M-F for two weeks with two slots of one hour. I have provided a link for people to sign up. BethAnn hasn’t disseminated it yet because she does not have any marketing material for it yet. Lyssa will get to you by end of day tomorrow. Two slots for regular weekdays: 4-5 and 5:15 to 6:15 with 15 minutes in between to make sure everything is cleaned up and working. Halloween, Thursday, will start at 4:00pm and run through 8:45pm. I also put out time slots for Saturday and Sunday during the day if you are available and interested we can hold sessions during that time. This is a preliminary interest form. There are two calendars, one for October and one for November. If you want to do more than one day in each month then you would need to submit a second form. The last few things I need are: a lite mirror about any size but not small</p>

		<p>handheld, a bike lock (Lyssa), a clothes rack (President's office), a TV (BethAnn - IT department), and six binders (Connie). Ideally, I would like to get time slots filled by Thursday, October 24th. That gives time to try to fill any open slots.</p> <p>Proposed charge. We started at \$15 per person with students discounted and 12 and under free. Do we want to adjust that? Maybe \$10 per person, \$5 students and 12 and under free? I would like to start marketing and cannot without that. Recommended move away from singular admission and charge group admission, groups of six or eight.</p> <p>Suggested \$10 per person, \$5 for students and 12 and under free. Not a motion just recommendation. Motion to approve Escape Room ticket prices at \$10/per person, \$5/students and kids 12 and under are free, no more than eight (8) participants per group time slot. We can discuss the groups offline but we can mix groups to equal six to eight. We might have people that will not have a group that size.</p> <p>M/S: S. Woltz/L. Shabusheva (11-0-0)</p> <p>B. Job Links 2025 Planning Group</p>
9.	Adjourn Meeting	Action: Motion to adjourn the 10/7/2024 meeting at 4:43 p.m. M/S: S. Mills/I. Sukhu (10-0-0)