

CLASSIFIED SENATE MINUTES

Monday, October 21, 2019

3:00 p.m. – 4:30 p.m.

Room CC2-236

Members Present: Nicole Almassey – *President*, Letta Greene – *Treasurer*, Ninnette Alfaro – *Council Member*, T’sendenia Gage – *Council Member*, Catt Wood – *Council Member*, Sandra Mills - *Local 1 Representative*, Paul West, Grace Villegas, Chris Long, Sara Larkin, Rikki Hall

Members Excused: BethAnn Stone, Robert Delgado, Justin Nogarr

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. • Erica Green from Contra Costa College contacted Nicole regarding this Saturday’s LMC versus CCC football game at Contra Costa College at 1:00 pm, which is considered a homecoming game. Erica sent Nicole 10 free tickets for Classified. If you are interested in a ticket please contact Nicole. • No public comment given.
<p>4.</p>	<p>A. Agenda B. Minutes C. Treasurer’s Report</p>	<p>A. Agenda- Action: M/S: C.Wood/N. Alfaro with two (2) corrections (8-0-1, abstention-S. Mills) B. Minutes 10/7/2019 – Action: M/S: S. Mills/N. Alfaro approved with one (1) correction (6-0-3; abstentions – C. Wood, L. Greene, G. Villegas) C. Treasurer’s Report: Moving forward, the Treasurer’s Report will be given at the first Classified Senate meeting of the month. The annual allocation of \$10,350 (Fund 11) is provided at the beginning of the academic year. There has been some travel time deducted associated with district meetings and some overtime deducted leaving us with a balance of \$10,018.29. The Foundation account (utilized primarily for scholarships and expenses associated with fundraising events) has a balance of \$4,460.32.</p>
<p>5.</p>	<p>Presentation</p>	<p>Healthy Habit – Nicole Almassey: This topic will include information on self-care, starting with regular physician check-ups/office visits and discussions on a variety of healthy habit topics. Currently it is open enrollment for benefits and there will be representatives from providers visiting the campus on November 5th. As a reminder, you can also change your benefits enrollment for a life event change (i.e. birth of a child, marriage, etc.). Shondra West will be presenting at the next meeting on “Eating your Feelings”.</p> <ul style="list-style-type: none"> ○ Vision Care: Newly hired employees may not be aware of all the benefits available to them, including vision care. A little known fact, is more diseases can be seen by your eye doctor than can be seen during a primary physician office visit. A lot of youth are not aware of macular degeneration which is the leading cause of severe, irreversible vision loss in people over the age of 60; whereas the central portion of the retina (macula) deteriorates over time due to exposure to the sunlight over a period of time. Allergies can also affect your vision, such as creating blurry or double vision. ○ Dental Care: It is recommended that you visit the dentist at least twice a year for cleaning and check-up. Do not just go to the dentist when your teeth are hurting, go for your regular check-ups to help maintain the overall health of your teeth and gums. ○ Medical Care: You should visit your primary physician at least once a year, even if you are not sick, for your annual physical. As every person is different the annual physical helps you and your physician establish your

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		<p>individual baselines such as body temperature and iron count. These baselines provide your physician with the information they need to identify any medical issue that may arise when your body falls outside of these baselines. It is a good idea to review your healthcare provider plans annually as sometimes changes are made that could affect costs and access to various provider services. As a reminder, the copay reimbursement program is can be accessed through the 4CD website and upon application submission and receipts, Classified Professionals can be reimbursed for copayments made.</p>
<p>6.</p>	<p>Committee Input and Report-Outs</p>	<p>A. District Reports: No meeting.</p> <p>B. Shared Governance Council: Paula Gunder brought to SGC to change all of the ESL courses an option for credit or non-credit. ESL-085 and ESL-095 are currently the only ESL courses that are credit only, the plan is to have the non-credit option applied. RAP was discussed during the meeting as submitted proposals are reviewed by SGC in October and April although the application process is ongoing and open year-round. Follow-up was provided on the Vision for Success and the Funding Formula. As most are aware, we are anticipating a shortfall after the hold-harmless period lapses in two more years (following this academic year).</p> <p>C. Strategic Enrollment Management: The first portion of the meeting included a report-out from each pillar lead. The second portion of the meeting an activity was conducted on scheduling guidelines and conflicts that arise. It was noted that the scheduling of classes in departments is more faculty-driven, not necessarily student centered. N. Almassey noted that at the new Brentwood Center location an issue has arisen with incorporating travel time for students who are enrolled in a Brentwood courses and need to take a course that is only offered at the Pittsburg campus.</p> <p>D. Safety Committee: The committee reviewed the recent incident pertaining to a man with gun on campus, relative to the adequacy of the number of messages that were sent. The Safety Monitor flowchart was reviewed and updated. B. Stone provided the Safety Committee with ISER standard drafts related to the Safety Committee’s charge(s) for their review and feedback. The committee meets monthly and has been approved as an organizational committee. N. Almassey noted that the emergency messages sent via text and e-mail were different than what came through on the classroom emergency box. N. Almassey was teaching in room CC3-336 at the time and the red ticker tape was displayed and the audio on the emergency box read the message “shots fired” repeatedly. As Classified we should voice and report safety concerns, and have them heard by the Safety Committee. There are also issues with shelter-in-place procedures, as a lot of areas on campus do not have current capabilities to securely shelter-in-place against a lone gunman or mass shooting incident. It is noted that we do have shelter-in-place procedures as part of the chemical hygiene plan (without assigning a cause). These procedures stipulate that all laboratory operations are to cease and classes may remain in session depending on the nature of the event. P. West stated that he is participating in an upcoming training for something similar and they are looking for volunteers, contact Paul if you are interested. If there is a safety concern, give it to one of the three (3) Classified representatives on the Safety Committee so it can be reported out and discussed at their meetings.</p>

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7.	Council Business	<p>A. EEO Survey Opportunity Drawing: Per previous Classified Senate approval, Classified Senate has offered a \$25 gift card to the LMC Bookstore and a \$25 gift card to Starbucks for Classified Professionals who complete the survey. There were 39 Classified Professionals that responded to the survey. As the survey respondent drawing e-mails were received by Sara Larkin, they were entered into a spreadsheet and a number was assigned to each Classified survey respondent who submitted a drawing e-mail entry. Sara then placed these numbers into the drawing bowl for random selection by Classified at this meeting. The LMC Bookstore gift card recipient drawn is #9 (Glenn Sobolik) and the Starbucks gift card recipient drawn is #4 (Rikki Hall).</p> <p>B. District-wide Council Retreat: Last Thursday the four (4) Classified Senate Councils in the District met at</p>

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		<p>DVC. Discussions and presentation included: Local One and Senates working together, the practices for the first 100 days of the Classified Senate, a team building activity, and a fundraising presentation by the previous CCC Foundation Director.</p> <p>C. Halloween Event-October 25th 5-8 pm: R. Delgado’s mother is making tamales, with three dozen already sold and he will bring some games. The event provides a carnival-like atmosphere whereas attendees ranging in age from toddlers to adults can purchase food, participate in games and numerous fun activities. We do need more Classified volunteers, please sign up with N. Almassey.</p> <p>D. Holiday Luncheon-December 4th: G. Villegas has sent communication to previous donors for the opportunity drawing prizes. A theme has been determined, invitations are being developed, and work has begun on decorations. We have not had a meeting yet nor sent a call-out for committee members however, volunteers will be needed to assist with set-up and tear down. The luncheon will take place from 11:30 a.m. to 1:00 p.m. in L-109 on December 4th. Action: M/S: P. West/N. Alfaro approved \$250 from the Foundation account to be utilized for the Holiday Luncheon (8-0-0)</p> <p>E. Crab Feed: B. Stone was elected to chair the Crab Feed Committee, along with the assistance of S. Mills and G. Villegas. Last year, we researched all the crab feeds that were occurring in March and tried to select a date in which the least amount of crab feeds will be taking place. The new Student Union Center will be built however, the kitchen will most likely not be ready to use. The cafeteria proved small last year however, the distance to bring food from the cafeteria to the new Student Union Center is very far. An idea is to have “hot boxes” to transport the food from the cafeteria to the Student Union Center (we will need more volunteers to transport food if we elect this option). Therefore, the precise location of the Crab Feed has not yet been determined. It is noted that it was cold last year, so holding the event indoors would make attendees more comfortable. B. Stone’s husband has agreed to rent a bigger barbecue and will cook all the food. Crab season is anticipated to end on April 1st. The same flyer design from last year will be rolled over and utilized for this year’s feed.</p> <p>F. Scholarship Committee: Has not met yet.</p> <p>G. Election Committee: This item will be tabled until the next meeting, as chair is not present.</p> <p>H. Accreditation: If you are not aware of the Accreditation timeline, please review on the Accreditation 2020 website to become familiar with the process. Please note, Classified may receive e-mails and requests as identified experts and as we move into the evidence phase you may be contacted by B. Stone to provide evidence.</p>
8.	Adjourn Meeting	Action: This meeting ended at 4:22 pm