

**CLASSIFIED SENATE MINUTES**  
**Monday, October 21, 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*

**Excused:** Lyssa Shabusheva– *Council Member*

**Attendees:** Richard Stanfield, Grace Villegas, Aaron Nakaji, Irma Gregory, Lindsay Litowitz, Justin Nogarr,

**Guest(s):** Dr. A’kilah Smith, Rachel Anicetti, Adrianna Simone

TIME	ITEM #	AGENDA	OUTCOME
3:00pm	1. 2.          3. 4.	<b>Welcome &amp; Introductions</b> <b>Announcements</b>          <b>Public Comment</b> <b>Caring Campus</b>	<b>1. B. Stone - Meeting called to order at 3:06pm.</b> <b>2. B. Stone – Escape Room:</b> Need more volunteers and will be sending out a reminder email. You could bring your family and then stay around for a shift. Shifts are only an hour and also on the weekends. Prep is being done this week so if you are interested in helping with the puzzle prep then email Lyssa Shabusheva. I want to thank her for all her coordination and work on getting this fundraiser off the ground. <b>C. Wood:</b> I only see October calendar, not November calendar for shifts. Shifts are through 11/10/24. Email to L. Shabusheva so the November shifts are visible as well. <b>C. Konsavage:</b> Put out to departments to get more interest as a team building event. <b>B. Stone – 4CS: Gathering of the Senates:</b> Still time to sign up. There are two (2) spots remaining. It’s at Laney College on Friday, 11/8/24 and put on by the state Senate. Please complete the link included in the email on Wednesday, last week. <b>B. Stone – VPI position:</b> I’ve had some inquiries into the hiring committee for the VPI position. That particular hiring process is being handled by Local 1 as it is a bargaining item. The three classified representatives were all done through the President’s office and those names were provided to our Local 1 representative for inclusion on the committee. I did note this if we want to bring up at a later date during negotiations as it might be something we want to talk about. I wanted everyone to know there will not be a Classified Senate call out for representation on that committee. <b>3. C. Wood – I think you are all great!</b> <b>4. I. Sukhu – Care &amp; Coffee:</b> Next Care & Coffee is scheduled for Friday, 11/8/24 2:00-3:30pm.
3:10pm	5.	<b>Approval:</b> A. Agenda of 10/21/24  B. Minutes of 10/7/2024  C. Teleconference Waiver	<b>5A. Motion to approve the 10/21/2024 CS meeting agenda. M/S: S. Woltz/S. Mills (11-0-0)</b> <b>5B. Motion to approve the 10/7/2024 CS meeting minutes. M/S: S. Mills/A. Nakaji (10-0-1; G. Villegas abstained)</b> <b>5C. none submitted</b>
3:15pm	6.	<b>Presentation:</b> A. CalGETC & Common Course Numbering	<b>6A. Dr. A’kilah Smith – CalGETC &amp; Common Course Numbering (CCN):</b> we are doing a roadshow to spread the word around campus so everyone feels familiar as the changes come through. This may directly or indirectly impact you. You should all be familiar with some of the regulations coming down, some big changes. <b>CalGETC:</b> Basically, an agreement between CSUs, UCs and CCCs where instead of having two different GE patterns (CSU GE and IGETC) we have one. Not really a combination but rather an agreement on one combination pattern. This comes from AB 928. <b><u>Some of the differences in the new agreed upon GE pattern CalGETC:</u></b> <b>1)</b> Communication was not part of IGETC but is now part of CalGETC, <b>2)</b> the UC IGETC pattern had a language other than English requirement, Area 6. They have

			<p>agreed to remove that so students do not have to take their language requirement to transfer to a UC but will have to take it to graduate at UC, <b>3)</b> Area E our Lifelong Learning, that whole Area has been removed, <b>4)</b> Area 3 – Students had to take three courses, one from each Area and one additional and now they only have to take one from each, Arts and Humanities. It has lowered the total units they have to take overall. They now have 11 courses and 34 units they need to take. <b><u>Who this applies to:</u></b> New students enrolling Fall 2025 and forward, students currently at UC or coming from other colleges and do not have catalog rights, also our current students who do have catalog rights but want to select CalGETC because it is beneficial to them. It is not required for any current students who have continuous enrollment or have already completed the ADT requirements. <b><u>Implementation:</u></b> We have an implementation team. We've combined it for both CalGETC and CCN because there is so much overlap. We have two different sets of deliverables, two different pots of money but still a lot of connection between the two. Senate, Faculty Counselors, Deans, Student Services trying to make sure everyone is represented. Have asked multiple times to let us know if people are missing. Marketing research, presented at LMCAS and have invited students to participate as well. Making sure folks from different areas have questions they bring back from their teams and we discuss and try to find answers for them to take back. Deciding on a marketing plan and how to communicate this out to the college. The Curriculum Specialist and Articulation Officer, Grace Villegas and Eileen Venezuela have primarily done the work for CalGETC with departments and Deans to convert the ADTs. We have 27 ADTs. Getting them approved. We have 24 of the 27 approve so far. We are waiting for the State to give us an answer on the three remaining. Our work for this year is pretty much done for the compliance piece. Deans are still working with impacted departments: Area E, Lifelong Learning and counseling classes. Something brought up today at the Student Success meeting was the Elementary Language Courses, they were counted in Area 6. That is gone now and those courses are not in the Humanities courses. Rachel Anicetti will be having a conversation with those involved and it may or may not be a big thing. We will let you know. If we have courses or departments next year that want their courses to be in CalGETC and it's not, then they will go through the curriculum process. <b>Q:</b> How are we going to communicate to the students, it's under development, right? Are you coming back to inform us how we should deliver this information? <b>A:</b> We can. Juliet (marketing) hasn't been able to attend the meetings yet. She has reached out to our sister colleges to hear about their marketing plan, both for CCN and CalGETC. So, as we are developing that we can come back and let you see the different communication and what the plan is. We can give you more information. CalGETC will most likely be a sheet like we have for IGETC with a list of approved courses. Next year, maybe more classes will be added to that. But communication especially for new students coming in the fall. If they are talking to students who are here and using IGETC, no you mean CalGETC. We want all students to understand what is happening.</p> <p><b>R. Anicetti – Common Course Numbering (CCN):</b> Another major piece of legislation impacting courses is AB 1111. The community college system is going to adopt a common course numbering and naming system across every community college for the major general education (GE) for transfer and transfer pathway courses. They are focusing on CalGETC courses. There is the ASCCC, the Academic Senate at the State Office Level and Chancellor's Office are developing templates for the colleges to work off of and these include common course, subject name, subject codes/prefixes and numbers. There are also common aligned elements. Courses across the State are going to have the same course description, same course outline, same kind of framework for method of evaluation, prerequisite and advisories. They are leaving room for departments to still have their local necessary content in those areas too.</p> <p><b>One of the new things we are going to see are changes to our course names and numbers and they are all going to follow the similar taxonomy.</b> (Example: SUBJ C #####&amp;&amp;) All</p>
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B. AI Task Group Vision Draft

		<p>bullet points are quite wide but I want to remind you they are really focusing more on topics related to the classroom and how AI is integrated into the teaching process. We, Classified, are left out of any professional development and nothing related to possible discussions of the processes we have in our student support or administrative area. I came up with another document (LMC AI Task Group Vision Draft) and I did not realize the committee already had charges. We are trying to figure how classified professionals feed into this. The document is not really approved. It was presented at the District Office because I felt the District was seeking input from the colleges. I was able to join the District committee but the first meeting I can attend will be in November. The document was put together with the goal of trying to find the for where we stand currently, how we can advance into discovering what's happening and what our goals could be. In this committee, what do you expect from us? Do you feel we can try to communicate with the AS and make it a true collaboration and introduce wider selection of topics that we are going to research, discuss present recommendations? How are we going to make decisions since AS can only make decisions related to 10+1 which leaves our part hanging. What are we going to do? Do you have any recommendations? <b>B. Stone</b> – I was aware and made it clear this was an AS committee and they chair was seeking a collaboration with the task force work and that of Classified given our use of AI. Our role was more of a collaborative representative to ensure the classified voices were there and we provide input into the work that's being done. Considering the role classified play as instruction coordinators, lab coordinators, etc. However, I was not aware they had formal charges. Again, I was told a task group not a formal Brown Act Committee. I was under the impression that their assignment was more to gather information and bring it to the Senate and they wanted to include us in their process. I can move forward and have a conversation with AS co-presidents and see if we can make this more of a collaborative joint effort where the scope and the work is reflective of classified voice and needs as well and then maybe up our representation on it and make it like a collaborative work group and less of an academic centered focus group. I'd like to open it up for comments on how you'd best like us to proceed: <b>Q: S. Mills</b> - What is the timeline for this? I do not know how to deal with AI. I see AI written papers every day now. I want to see an academic resolution so I can have the same resolution. It's like plagiarism. It's two things: 1) how do we break our AI to the team and 2) how do we deal with it on an academic level? <b>I. Gregory</b> - Faculty is already dealing with it and they have their own approach. This only shows we are cut off from whatever is happening within the faculty umbrella. This is why I'm saying it would be really useful to have true collaboration. <b>S. Waltz</b> – I think you being on the committee as it stands now so you could bring this information back to us. There is a District level AI Taskforce. <b>I. Gregory</b> - Yes, they just formed the District level. <b>C. Wood</b> - I think an exploratory subcommittee of AS now but definitely will be a need for a formal committee in the long term. <b>B. Stone</b> - A) Would you like me to reach out to the AS co-presidents just to further clarify our role on this task group? B) Is there any action or anything you'd like me to communicate that we would like them to take-action on in relation to this workgroup. <b>I. Sukhu</b> – I think the group is in agreement with moving forward with a having a classified professional on this task group, knowing that the charges are aimed more towards AS but having a classified professional on there to keep us informed. <b>A. Simone</b> – We just talked about this at Faculty Senate and we are open to it like a co-chair might have to be revisited. The charges may have to change since they are faculty driven. Roseanne and Irma would come present new charges to be voted on.</p> <p><b>6D. A. Simone</b> – Why is this on as a voting time again? We already voted and said yes. We wanted a reaffirmation vote and make sure you were still comfortable with it. Yes, they are. We need to update everyone here in terms of Local Degree (AA/AS) GE changes: We were ahead of the game when Title V changes were coming through. We already had the Ethnic Studies/Multi-Cultural Studies box. Units are increasing for local degrees and we want to</p>
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D. GE Committee Proposal Fall 2024

		C. SGC Items for Feedback &/or Approval	<p>maintain the diverse perspectives box with that increase. Changes go into effect Fall 2025, we are moving from a 21-unit local GE pattern to a 24-unit pattern. There were only four that were impacted by upping the unit count: Nursing, Engineering, PTEC and ETEC. Nursing do not use the local GE pattern for their degree, Engineering is way over the unit cap. We talked about them updating ENGIN-010 to be part of the diverse perspectives box. They were not concerned because they wanted to put a class into this box. PTEC and ETEC were affected due to the math requirement. We found, with Rikki Hall's help, the math that's listed for the PTEC and ETEC counts for the increased units which gave them room for a diverse perspectives class. We also looked at best practices across the state and there is no standard. <b>Q:</b> Are our sister colleges upping the units as well? <b>A:</b> DVC is not and we are not sure about CCC. We looked into those numbers with Rikki and it's less than 1% of the students that are going across the district to get their degree. Students can also opt to use the CalGETC GE pattern instead of the Local GE pattern.</p> <p><b>6C. I. Sukhu – 24-25 Institutional Priorities:</b> It was more of a draft last time presented to CS. With Ryan's work we have filled in the metrics. This was presented at the last College Assembly. I wanted to bring back to you to get a thumbs up/OK on behalf of Classified Senate (CS). <b>Q:</b> How does this refer to social connection? <b>A:</b> This one is focusing on financial applications. The 2<sup>nd</sup> bullet the SENSE survey covers the rest of it. Classified Senate gave a thumbs up on it. <b>Participatory Governance Assessment Task Group Report:</b> Pamela and SGC have invited the members of the Participatory Governance Assessment Task Group to attend and give a summary and answer any questions about our recommendations that the group made back in May. If you can review it and if you have any questions you can email to me. The next SGC meeting is on Wednesday so I would need them today or tomorrow. The recommendations start on page 19. There were a total of five recommendations. We've already moved forward with recommendation #1, #2 and #5. The questions will most likely be about #3 Dissolving SGC and create four Shared Government Councils. And also question on #4, two year life cycle for each committee. <b>S. Waltz -</b> Can you email the report to us? Yes, I or BethAnn can. You are wanting to know if anyone has questions to be included on #3 and #4 specifically.</p>
4:05pm	7.	<b>Committee Input and Report Outs</b> A. College & District Reports B. Shared Governance Council C. Enrollment Management & Planning Group D. Student Success Team (SST) E. Safety Committee F. Planning Committee	<p><b>7A. B. Stone</b> – No College or District Reports. Accreditation tri-chairs are developing Standards trainings. <b>Standard I Training:</b> 11/19/24; <b>Standard II Training:</b> 11/26/24</p> <p><b>7B. I. Sukhu</b> – Subcommittee for RAP; Budget and met on Friday to go through the Budget Request database (BRD); New non-credit Business certificate approved by SGC.</p> <p><b>7C. I. Sukhu</b> – So far in this group we've reviewed how to calculate FTES &amp; FTEF, to emphasize the new student accounting starting in fall 2026. Need to see if M. Simpson is on this committee or not.</p> <p><b>7D. L. Punsalang</b> – He is not present but will connect with him and Tanish to see who I should be connecting with to get information from that group. T. Maxwell and R. Armendariz are co-chairs</p> <p><b>7E. S. Mills</b> – Met last Thursday. Looking at Safety monitor chart again, constantly changing due to staff moving position/areas. Safety Monitor training starting again. Maybe online so everyone can attend. There will be a training or practice scheduled for Brentwood. Safety Monitor and Safety Leader checklist being created.</p> <p><b>7F. B. Stone</b> - R. Pederson coming to November meeting with the language revised on new charge. Develop best practices or template around planning/developing a college plan or developing a plan and creating a plan. In the hopes of developing a clear understanding of what it means to develop a plan that executes SMART goals, metrics, meeting to assess if achievement of the plan. Program Review Project Teams are currently working away. Program Review Project Team will be reviewing the survey results and developing action</p>

		<p>G. TAG</p> <p>H. IDEA</p> <p>I. Sustainability</p> <p>J. Professional Development Advisory</p> <p>K. EEO Committee</p> <p>L. AI Task Team</p>	<p>plans and proposals based on those results. The Use of Survey Data Team will be doing a road show. S. Woltz scheduled to present with R. Pederson on 11/4/24.</p> <p><b>7G.</b> C. Diputado met on 9/26/24 and scheduled to meet tomorrow from 2:00-3:00pm. AI is on agenda for tomorrow. AI Task Force; What do we do with approving and purchasing AI software and trainings – detection software; Software that helps students work with AI, how to use AI.</p> <p><b>7H.</b> L. Litowitz – IDEA vs. EEO vs. PDAC; dissolving EEO due to no authority and making it an advisory committee or workgroup. Renaming Dept of Equity and Inclusion (DEI) to Dept of Equity, Inclusion and Belonging (DEIB).</p> <p><b>Motion to extend the meeting until 4:40 p.m. M/S:</b> S. Mills/I. Sukhu (9-0-0)</p> <p><b>7I. S. Woltz</b> – Met last week; We have a student Representative but having difficulty getting a faculty representative and student club Inter-Club Council and wanted to offer their support to them. <b>Foundation:</b> Address question from last meeting... How else are we doing fundraising? Primary goal is fundraising. Many different avenues: 3 members part of TEACH (\$24k) from Evening on the Lawn; Federal Glovers office (\$25k); other smaller donations (payroll deductions is part of 50/50 campaign. Mini grants are part of unrestricted funds and that is where the need is.</p> <p><b>7J. J. Nogar</b> – Meeting on Thursday 10/24/24 at 2:00pm and the LPG group maybe a little longer so probably start the meeting at 3:30-4pm. Just a little bit of change. Highlights of the 9/26/24 meeting – Title V and flex calendar regulations. A lot of addendums and changes in the language. Three main things, inclusion for campus staff, classified, student employees, administrators and professional learning. They want to catch all of our constituency groups a little more. Professional learning to align with college and system goals and reporting obligation related to professional learning a little better. Being more inclusive of all of the constituency groups rather than focusing on faculty. Focused Flex and AI; Nick Garcia has ideas about community building, team building investing in each other with a networking kind of event. We'll be putting the call out for Flex Proposals tomorrow. You have until 12/2/24 to submit your Flex proposals.</p> <p><b>7K. C. Konsavage</b> – We had our first meeting last week. Having problems getting faculty representation. Reviewed the composition of the group. Compared it to DVC's EEO workgroup, not Brown Act. They have two representatives from each constituent groups instead of three. We cannot really do anything here, we only advise. Any action comes from the District level. Tryign to meeting with IDEA and PDAC and doing a combined group sort of like what SGC is doing but not quite sure yet. Myra from CCC but at DO for one year, working with Mojdeh, she has twelve items for LMC EEO committee. She is also working with other committees and campuses.</p> <p>A. <b>7L.</b> See item 6B - AI Task Group Vision Draft</p>
4:20 pm	8.	<p><b>Council Business:</b></p> <p>A. Classified Professional Exemplary Leadership &amp; Service Award</p>	<p><b>8A. B. Stone</b> – Can table until 11/4 meeting or we can extend the meeting 10 minutes or put back out for additional feedback since we have a little more time. Put it back out for additional feedback.</p> <p><b>B.Stone</b> – Irma I did not know what was going on with DEEOAC so I didn't have it on the agenda. <b>Irma:</b> It was very surprising to hear EEO information. I think we need to take some action. The information s discussed at this level referring to the District Office is kind of a miscommunication. <b>B. Stone</b> – This is all new to me so I can put it on the agenda for the next meeting.</p>
4:30 pm	9.	Adjourn Meeting	9. <b>Motion to adjourn meeting at 4:42 p.m. M/S:</b> B. Stone/I. Sukhu (8-0-0)

\*D = Discussion, A = Action, I = Information only

Council Members: BethAnn Stone –President, Irene Sukhu- Vice President, Sheri Woltz – Treasurer, Connie Konsavage – Secretary, Sandra Mills – Union Rep, Catt Wood – Council Member, Courtney Diputado –

Council Member, Lyssa Shabusheva – Council Member, Christian Diaz-Galarza – Council Member

**2024 REGULAR MEETING DATES:**

**FALL SEMESTER: September 16 & 23, October 7 & 21, November 4 & 25, Friday December 6 (*tentative*)**

cc: Pamela Ralston, President Vice President of Business & Administrative Services Vice President of Student Services  
Vice President of Instruction Associated Students President Academic Senate President