

CLASSIFIED SENATE MINUTES
Monday, November 25, 2024 3:00 – 4:30pm
SS4-412/BRT-135 & [ZOOM](#)

Council: BethAnn Stone, Irene Sukhu, Connie Konsavage, Sheri Woltz, Christian Diaz-Galarza, Courtney Diputado, Catt Wood, Sandra Mills

Attendees: Richard Stanfield, Aaron Nakaji, Annica Soto, Lawrence Punsalang, Elizabeth Esparza, Justin Nogarr, Lindsay Litowitz

TIME	ITEM #	AGENDA	DISCUSSION LEADER
3:00pm	1.	Welcome & Introductions	1. B. Stone Welcomed everyone
	2.	Announcements	2. <u>Classified Conversation with the President:</u> Last one for the semester is Wednesday, December 4 th , 3-4pm in SS4-412 for the Pittsburg campus. <ul style="list-style-type: none"> • <u>Care & Coffee:</u> Last one for the semester has been cancelled. • <u>LMC's 34th Holiday Gift Drive:</u> This is for LMC students that are in CalWORKS, EOPS and Care programs. There are 750 EOPS students, 87 CalWORKS students and they have over 200 children. If you would like to participate, bring an unwrapped gift appropriate gift for a boy or girl, age one month to 17 years, to the Office of Instruction. One half of the children are one month to 9 years and the other half are 10-17 years. • <u>City of Pittsburg Holiday Parade:</u> Saturday, December 14th at 11:00am. Nicole Almassey sent an email our recently with a link to RSVP. • <u>District Strategic Plan 2030:</u> The District Office is doing several forums at each of the campuses and virtually pertaining to our district wide strategic planning efforts. They have recently launched the development of our new district wide strategic plan for 2025-2030. Over the next seven months they'll be looking to gather input and contributions through forums, surveys and participatory governance into the new District Strategic Plan. LMC's is scheduled for Monday, December 2nd, 3-430pm in L-109. When you register it will ask if you want to attend in person or virtually. You will receive a zoom link once you've registered and selected virtually. • <u>District wide virtual forum:</u> Wednesday, December 4th, 1-2:30pm. M. Greenberg sent an email with links. I'll attach a link in my meeting announcement email as well.
	3.	Public Comment	
	4.	Caring Campus	3. <u>Study Slam:</u> December 6 th , 10-5pm, only at Pittsburg campus. <ul style="list-style-type: none"> • <u>Hot food vending machines:</u> Brentwood has hot food vending machines now. Food is not cheap but it is actually a meal. It's about \$10+ but we'll see what students think. Are utensils provided. Not sure, but will find out. 4. <u>Caring Campus:</u> December Care & Coffee has been cancelled. A huge shout out of appreciation to all of Classified because I think everyone is doing such a great job!
3:10pm	5.	Approval: A. Agenda of 11/25/24	A. Moving things around a little because we do not always get to Council Business due

		<p>B. Minutes of 11/4//2024</p> <p>C. Teleconference Waiver</p>	<p>to time restraints. Suggested to notify CS President if we need agenda time to review/present material from Committees. Motion to approve the 11/25/2024 CS meeting agenda with no corrections. M/S: S. Mills/C. Wood (11-0-0)</p> <p>B. Motion to approve the 11/04/2024 CS meeting minutes with no corrections. M/S: C. Wood/S. Mills (12-0-0)</p> <p>C. None submitted</p>
3:15pm	6.	<p>Council Business:</p> <p>A. Umoja Thanksgiving Basket Donation</p> <p>B. December 6th Tentative Meeting Date</p>	<p>A. Typically, we donate one or two baskets to the Umoja Thanksgiving Basket Drive. Our baskets include one grocery gift card, and one of each of the following sides and trimmings: stuffing, mix of au gratin potatoes, mac & cheese, gravy, cranberry sauce, cream of mushroom soup, chicken broth, canned pumpkin puree, canned sweet potatoes and canned green beans. Each basket is valued at \$20-\$30. All donations go towards the purchase of food and the LMC Marketplace. The deadline is tomorrow. If we do donate, it will need to come from the Trust account, not Fund 11, because it is a donation. Last count, there was approximately \$1200 in the Trust account. <u>Treasurer Report:</u> Want to take the opportunity to announce the Escape Room raised \$205. Current balance in Trust account is \$1,174. Motion to approve \$150.00 donation from the Classified Senate Trust Account to the Umoja Thanksgiving Basket Drive. M/S: S. Mills/I. Sukhu (12-0-0)</p> <p>B. Do we want a CS meeting/potluck on December 6th? Lack of responses to email query and realize it's a busy time of year. Conflicts with A&R Holiday Party. Nexus members participated the last half hour last year to include them. BethAnn bringing what she has heard over the last year from Classified... We used to do a Holiday Lunch and we do not do that anymore, and that is why she recommended a Holiday Potluck from 12-2pm. Study Slam is all day. They just miss the opportunity to get together before the holiday break. A Cookie Exchange was another idea. Maybe plan for early next year and not stress everyone out, maybe a Welcome Back. Maybe get together after semester ends but before break, hot cocoa and cookies. Something in January for off campus, La Pinata, or somewhere to meet off campus. Good reason to start a Classified Events Calendar - Bowling, summertime BBQ, Welcome Back, other Fundraising things to have on a master calendar. Painting night at La Pinata was recommended for summertime. Bowling night week of January 13th, before Flex week. Motion to approve the cancellation of the 12/6 meeting and pot luck, and host a Welcome Back Bowling Night the week before Flex Week. M/S: C. Konsavage/S. Mills (12-0-0)</p>
3:25pm	7.	<p>Presentations:</p> <p>A. President's Classified Professional Exemplary Leadership & Service Award Rubric</p>	<p>A. <u>President's Classified Professional Exemplary Leadership & Service Award Rubric:</u> The rubric will be going out the week of December 2nd. Break it into two major sections for discussion. <u>Selection Committee Makeup:</u> The first part is regarding questions surrounding the Foundation members on the selection committee and their knowledge of the candidates. They are funding the</p>

			<p>scholarship and the Foundation Board member may take their guidance from the other Foundation members. Perhaps designate a Classified person on the Foundation Board be a member of the Selection Committee, providing the Foundation has a required Classified member position on the Board. Discussed DVC's process. The President decides and will discuss with the CS President but not committee review. DVC and CCC have said they do not like that process. We do not need to come to consensus this meeting, only before the nomination period ends, February 7, 2025.</p> <p><u>Discussed examples of criteria:</u> After much discussion...</p> <ul style="list-style-type: none"> • Motion to approve the rubric with the following changes: • Add the link to the Caring Campus website and include examples of Caring Campus “(e.g. Caring Campus Spotlight, Caring Campus Moment, Who Got Caught Caring?)” in parenthesis in Criteria #1. • Add the following statement with each criteria to explain the examples “Can include but is not limited to the statements listed below:”. • Remove the 6th bullet in Criteria #2 and add “Enhances efficiency and service quality.” • Remove “proactively establishes” from Criteria #3, bullet #5 and replace with “engages in”. • Add “/or” after “Welcome Week” in Criteria #4, bullet #5. • Revise bullet #7 in Criteria #4, to “Encourages the heart” with a link to its meaning in leadership and include the definition (Irene Sukhu will e-mail to BethAnn). • Remove criteria #5 • Revise the rating to read “0=Does not meet criteria”; 1-3=below satisfactory; 4-7=satisfactory; 8-10=exemplary.” M/S: S. Mills/C. Konsavage (13-0-0) <p>B. Tabled</p>
4:00pm	8.	<p>Committee Input and Report Outs</p> <p>A. College & District Reports</p>	<p>A. Classified Senate Coordinating Council (CSCC) and District Governance Council (DGC) meet next week. They approved the membership roster for DGC at the last meeting. BethAnn has pushed back with Mojdeh Mehdizadeh and DGC about a budget increase during the last meeting until they gave in. 1804 is what established the Academic Senate (AS) and Classified Senate (CS) budgets. Faculty Senate Coordinating Council (FSCC) has led the charge of increasing the budgets to keep up with inflation and it's been 6 or 7 years since they've looked at it. However, it establishes how the AS budget is developed every year off a base allocation of \$25,000 and FTS depending on each school. However, there is not formula. Nothing written down or documented about how the CS budget is developed. DVC has always been twice as much as LMC. LMC and CCC have been the same. While we are happy about increase, I wanted to take the opportunity as the Co-President of CSCC to get practices/policies written down. We did a partial approval. We approved the</p>

		<p>B. Shared Governance Council</p> <p>C. Enrollment Management & Planning Group</p> <p>D. Safety Committee</p> <p>E. Planning Committee</p> <p>F. TAG</p> <p>G. IDEA</p> <p>H. Sustainability</p> <p>I. Professional Development Advisory</p> <p>J. EEO Committee/ DEEOAC</p> <p>K. AI Task Team</p>	<p>increase so we could see the increase coming but did not approve the CS procedure for developing the budget. I will be meeting with Tony Wold, Mojdeh and the other two CS Presidents after the next DGC meeting. Tony is tryign to look up historical stuff. I've tried looking it up for 25 years and there's nothing in there about how the CS budget was developed. I have a couple of options I'm looking at as far as data. Trying to keep it a little aligned with how faculty is, but knowing that predominately classified are in non-instructional positions. Looking perhaps at classified professional employee counts; FTE instead of FTS. FTE also incorporates the student services positions. A couple of different formulas. Hopefully in the next couple of months we'll have a policy of how our budgets are determined.</p> <p>Question: LMC and CCC Union Presidents brought up today before management meeting. DVC gets double and it is not like CEEP (employee count) but is there Senate much bigger? Historically, it may have been but do not think it is currently. If District doesn't have a CS then why are they getting money? It went towards Joblinks the last two years. I've been tasked by Mojdeh to revitalize the District CS.</p> <p>B. Tabled</p> <p>C. Tabled</p> <p>D. Tabled</p> <p>E. Tabled</p> <p>F. Tabled</p> <p>G. Tabled</p> <p>H. Tabled</p> <p>I. Tabled</p> <p>J. Tabled</p> <p>K. Tabled</p>
4:30 pm	9.	A. Adjourn Meeting	A. Motion to adjourn meeting at 4:30 p.m. M/S: S. Mills/S. Woltz (10-0-0)
		Future Agenda Items:	

*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)~~