

CLASSIFIED SENATE MINUTES

Monday, December 3, 2018

3:00 p.m. – 4:30 p.m.

Room CC3-336

Members Present: Nicole Almassey – *Interim President*, Deborah Baskin – *Vice President*, BethAnn Stone – *Secretary*, Ninnette Alfaro – *Council Member*, Justin Nogarr – *Council Member*, Michelle McQuaid – *Council Member*, Paul West - *Local 1 Representative*, Catt Wood, Imelda Lares, Courtney Dipultado, Shelly Baird, Grace Villegas, John Khoa Nguyen

Guests: Bob Kratochvil, Sabrina Kwist

Members Excused: Tammy Oranje

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none"> • Meeting called to order: 3:02 p.m. • LMC has hired Carl Chiu for the Information Technology (IT) Director position. • No public comment given.
4.	A. Agenda B. Minutes C. Treasurer’s Report	<p>A. Agenda- Action: Approved M/S: M. McQuaid/I. Lares; unanimous approval of agenda (6-0-0)</p> <p>B. Minutes 11/26/2018 – Action: Approved M/S: D. Baskin/N. Alfaro; unanimous approval of minutes (6-0-0)</p> <p>C. Treasurer’s Report: A report will be given at the next meeting in January which will include Holiday Luncheon results.</p>
5.	Presentation	<p>Campus Update – B. Kratochvil: President Kratochvil informed the Senate of the revisions to the administration structure upon Kevin Horan’s departure. The previous position of Vice President of Instruction & Student Services (VPISS) will be split into two (2) Vice President positions – Vice President of Instruction (VPI) and Vice President of Student Services (VPSS). The revised structure will not cost LMC or the District any additional funds. President Kratochvil stated he will announce via e-mail in approximately two weeks, following Kevin’s exit, the individual who will be serving as the interim VPI. Gail Newman will be serving as the Interim VPSS until a permanent candidate is hired.</p> <p>Professional Development: Sabrina Kwist (Dean of Equity & Inclusion), presented on the development of a Classified Professional Development Week during the Winter Intercession (January 8th through the 18th). Sabrina received some suggestions from the Senate on what the professional development needs are for Classified. The Classified PD Week would include an <i>All in Equity</i> Friday, workshops and presentations on enhancing and/or strengthening your MS Office Skills and overall clerical knowledge. Dean Kwist also provided a resource currently available for Classified to access via the State Chancellor’s Office website – https://visionresourcecenter.cccco.edu/user/login. Classified can register an account and obtain materials, resources, webinars, etc. on everything from Accessibility to Data Disaggregation and MS Office. Additionally, Classified will have professional development (or Flex) opportunities after the six-week intercession ends in 2019 such as: Classified Nexus, tips and tricks for creating amazing flyers and how to engage and improve PowerPoint presentations. <i>All In Equity Fridays</i> are scheduled for 1/11/19, 2/8/19, 4/12/19 and 5/10/19 during this spring semester. Per suggestions received following the 11/5/18 meeting and those received since, Dean Kwist developed the following topics for Classified PD Week (Winter Inercession):</p>

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		<p>1.) Health & Wellness for Students and Classified 2.) Dealing with Difficult Situations and Managing Up 3.) MS Office Tips and Tricks 4.) Community and Connection 5.) Equity and Accessibility</p> <p>Dean Kwist is seeking the Senate’s acceptance and approval of the above named topics for Classified PD Week during intercession.</p> <p><i>The Senate approved the five topics of - Health & Wellness for Students & Classified; Dealing with Difficult Situations & Managing Up; MS Office Tips & Tricks; Community & Connection; Equity & Accessibility.</i></p> <p>Action: Approved M/S: D. Baskin/M. McQuaid (6-0-0).</p> <p>Employee Engagement Survey: The Office P&IE would like the Classified Senate to review the questions in the Employee Engagement Survey and provide feedback to BethAnn Stone and/or Chialin Hsieh on or before January 7th. It is noted that some people may not know what shared governance is, we may want to provide some language.</p>
<p>6.</p>	<p>Committee Input and Report-Outs</p>	<p>A. District Reports: The feedback was provided on the BP20.01 revisions (parking procedures). It was noted that district-wide there is not much awareness of the district governance process and decision-making. Therefore, the District Governance Survey will be sent out soon and feedback will need to be submitted by tomorrow. During the last DGC meeting it was announced that currently there is no back-up plan for when InSite and Web Time-Entry is not working.</p> <p>B. SGC: SGC approved a new Graphic Arts Certificate on Applied 3D Design. The new IT Director, Carl Chiu, was introduced and plans to revitalize the Technology Advisory Group (TAG).</p> <p>C. Enrollment Management: No report</p> <p>D. Safety Committee: No report</p> <p>E. Planning Committee: Will be meeting on Thursday.</p> <p>F. TAG: No meeting. The Classified Senate discussed inviting Alex Porter to the next meeting to discuss technology issues and concerns.</p> <p>G. IDEA: No report</p> <p>H. Sustainability: No report.</p> <p>I. Professional Development Advisory Committee: No report</p> <p>J. SSSP Advisory Committee: No report.</p> <p>K. EEO Committee: No report.</p>
<p>7.</p>	<p>Council Business</p>	<p>A. Crab Feed – March 9th: A volunteer sign-up sheet was distributed amongst the Senate for the event committee and help with the event. D. Baskin had a meeting with Martin S. (crab-guy) who offered some great suggestions, advice and recommendations. Martin S. will be helping get us the crab for the event. D. Baskin and N. Almassey will be meeting with President Kratochvil and Alex Porter on Thursday 12/6/18 for an overview</p>

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		<p>of the event logistics. It is anticipated that the event committee will start meeting next week.</p> <p>B. Holiday Luncheon – December 5th: The luncheon will be held on Wednesday with currently over 100 people paid and registered to attend and over 50 prizes for the opportunity drawings. The decorating in L109 will begin at about 5:00 tomorrow evening.</p> <p>C. 2019 Classified Leadership Institute: N. Almassey announced that the sign-ups for the conference will close after today. Following that, a total count of requested participants will be tallied and dependent on those results, we may need to apply for Equity grant funds.</p> <p>D. TLC Survey: TLC recently released a report to close Cycle 1 of the assessment process (following Comprehensive PR) and provide a reporting of where LMC is with assessment, curriculum and pedagogy. N. Almassey noted that a section in this report indicated that Classified would provide input at Focused Flex in January 2019 on student and staff needs. However, most if not all Classified will not be attending Focused Flex as it is primarily geared toward faculty. Nicole is requesting input from the Senate and if you would like to provide additional feedback, e-mail it to N. Almassey. The Senate identified the following recommendations for professional development activities:</p> <ol style="list-style-type: none">1.) Design a buddy system in which all Classified may have the opportunity to get away from their desk and take their breaks, go to meetings or participate in professional development.2.) How does the budget work (i.e. state to college, where does it come from?)3.) Introduction to LMC processes, procedures and systems (requests, invoices, etc.).4.) Health and wellness5.) Safety6.) Breaking down silos. <p>E. Accreditation: Work is continuing and moving along. Input/feedback will continue to be requested across the campus as we move closer to the end of the first draft phase.</p> <p>F. Guided Pathways: Will meet this Friday 12/7/18 with the Regional Coordinator invited to attend and speak during the meeting.</p>
8.	Adjourn Meeting	Action: The meeting adjourned at 4:27 pm (M/S: N. Alfaro/D. Baskin), all in favor