

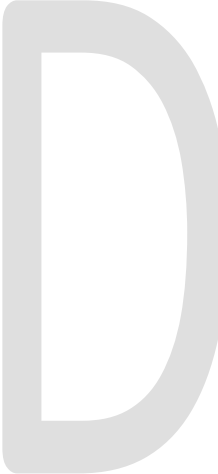
CLASSIFIED SENATE MINUTES
Monday, December 13, 2021 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Catt Wood – *Council Member*, Irene Sukhu – *Council Member*, Grace Villegas – *Council Member*

Attendees: Paul West, Nicole Almassey, Irma Gregory, Michael Simpson, Shondra West

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<p>Welcome: BethAnn Stone welcomed the group at 3:04 pm.</p> <p>Announcements: BethAnn Stone reminded the group about the Virtual Fun Run and thanked the Classified Senate Fundraising Committee for their efforts. Registration ends December 15th and signing up on campus will be possible on Thursday, December 16th from 8:00 – 6:00 pm. Please share information about his event and check your email for the link to sign up from Nicole Almassey.</p> <p>The 2022 Classified Leadership Institute is happening June 10th, in-person, in Riverside, and BethAnn would like to send five classified professionals to attend. If we can sign up by mid-February, we will take advantage of the early bird lower registration fee.</p> <p>BethAnn announced that JobLinks will be held at LMC this year and a committee will be formed consisting of the Council and any volunteers. By mid-semester we will seek volunteers for help day of the event. Nicole Almassey remarked that the Brentwood Campus was considered to host this year's JobLinks.</p> <p>BethAnn shared the most recent Spring 2022 enrollment data. This data is being communicated to BethAnn and will be shared with the Classified Senate on a regular basis. BethAnn requested in Planning Committee that, in the interest of full transparency, enrollment data be shared equally to constituent groups.</p> <p>Public Comment:</p> <p>Nicole brought up the annual Pittsburg holiday parade, scheduled for Saturday, December 11th.</p> <p>Shondra West announced the Fire Academy graduation taking place in the Recital Hall Friday, December 17th. Due to COVID-19 restrictions this event will be smaller than usual, with a class of 30 graduating. For those of you interested in attending or helping out, please contact Shondra or show up at the Recital Hall at 9:00 am.</p>
4.	<p>Approval:</p> <p>A. Agenda of 12/13/2021</p> <p>B. Minutes of 11/22/2021</p>	<p>A. Agenda Action: 12/13/21 Motion to approve the 12/13/2021 CS meeting agenda: M/S: C. Wood/S. Mills (12-0-0)</p> <p>B. Minutes Action: 11/22/21 Motion to approve the 11/22/2021 Classified Senate Meeting Minutes with the following amendments: 1. In the District Reports item, revise “4COI” to read “CLI” and remove "(sp??)". 2. Revise “Chailin” to read “Chialin”. M/S: C. Wood/C. Reyes (12-0-0)</p>
5.	<p>Presentation:</p> <p>Employee Engagement Survey Results Crosswalk Review</p> <p>Bylaws Review & Revision</p> <p>Monday Meeting Calendar</p>	<p>A. Employee Engagement Survey Results Crosswalk Review – B. Stone: BethAnn Stone shared the crosswalk survey results from the shared governance section of the Employment Engagement Survey. These results can be used, based on our charges or work, to develop strategies and to note any trends which inform how we're doing as a Classified Senate as it relates to shared governance at LMC. The first question (Q12) asked if employees have an effective shared governance model. Compared to 2019, respondents in 2021 appeared to agree or strongly agree more with the question. BethAnn highlighted that although there were fewer total respondents to Q12 in 2021, the percentage of "NA/Don't know" responses grew, indicating perhaps an increased understanding of the question and of shared governance at the college. Nicole Almassey expressed curiosity in knowing the relative number of employees who responded from the total employee population pool in both years of the survey. BethAnn can look into finding this information, and commented that all employee groups were flagged for this survey, including hourly, full-time, permanent, adjunct, and student workers. Nicole asked if there was any data regarding how many respondents didn't complete their survey, and that the number of respondents who did not complete the survey could indicate their engagement with the college and survey. BethAnn remarked that a variety of reasons could also cause this lack of</p>

		<p>engagement, such as the length of the survey being 100 questions. Respondents were encouraged after each section to provide commentary and feedback about the section's questions. BethAnn noted that faculty participation was greater in 2021. Please continue to review the survey information, which was included in BethAnn's announcement email for this meeting. Discussion regarding these results may also take place at the next Classified Senate meeting in January. Similarly, to Q12, the results for the next question about employees' ideas, suggestions, and feedback (Q13) indicated that employees have grown more aware of the shared governance structure and process. BethAnn brought attention to the notes for Q14 (transparency in the RAP decision-making process), which describe that the Planning Committee had revised it from two separate questions in 2019 to a single question, in an effort to reduce the survey's length. So, the 2019 "% of agree & strongly agree" results as they appear should have been averaged between the two options of the questions. To allow for clearer results, Planning Committee will be chunking questions out at different stages during the semester, contained to blocks of questions relevant to each other, and continuing to revise the questions. clearer results. Sandra Mills commented that in her interactions and discussions, the feeling is that the RAP process is frustrating and unclear and believes that the survey's responses are honest. Catt Wood requested a presentation on the RAP process and outcomes justifying the decisions being made. Paul West recommended a dedicated training session on what the RAP process is, how has migrated, and what forms are currently used. The business office doesn't update its resource page more than once a year, so RAP training could be useful solution to create transparency in the process. BethAnn shared that RAP should be communicated broadly and has not with RAP being processed virtually, without the public RAP presentations and discussion of past years. These comments will be communicated to SGC and our VPs are expected to visit meetings in the future to address budget and RAP concerns. BethAnn explained that next question (Q15) was designed to focus on the extent to which the evaluation of the leadership roles themselves and the decision-making process in shared governance takes place, and remarked that this may not be stated clearly by the question as presented. The Planning Committee has entered discussion regarding this. The last question for this section (Q16) asked respondents about how the college has communicated the evaluations from Q15. BethAnn pointed out that this question may also suffer from the lack of clarity of Q15, and also that a formal evaluation has not been available. Nicole remarked that the President's Office has a document on committee participation and the expectations of members on a committee, and that she can share it for attachment to the minutes of this meeting. Paul West added that the election process serves as an evaluation to leadership from the constituency represented by the Academic Senate and Classified Senate, but not necessarily for managers. BethAnn further clarified that the evaluation process addressed by the questions relates to the structure and effectiveness of the role, rather than an evaluation of individuals. Please email BethAnn for the full results of the survey, and they are also posted on the Planning and Institutional Effectiveness webpage. The comments of the survey will be discussed in January's Classified Senate meeting.</p> <p>BethAnn will bring back to the CS in January the following information:</p> <ol style="list-style-type: none"> 1.) # of LMC employees in SP2019 and SP2021 when the surveys were done 2.) The breakdown of employee groups respondents for both surveys 3.) # of respondents in 2021 survey that started and then stopped, and where they stopped. 4.) Contact VP Montoya regarding a RAP/Budget Update at CS in January/February. Specifically pertaining to holding a training session related to RAP and the BRD. <p>B. <u>Bylaws Review & Revision – S. West and R. Delgado:</u> Shondra West shared the work her and Robert Delgado have made regarding the bylaws. The existing bylaws are found on the Classified Senate webpage and now adhere to a color scheme. Yellow/Red marks represent recommended changes to the bylaws, Blue represents recommended new changes to the bylaws, and Green represents recommendations voted on and approved at a CS meeting. Shondra recommended a change in Article II, in the title to "Membership Voting Rights". Motion to approve title revision of Classified Senate Bylaws Article III-Section 2 to read "Membership Voting Rights". M/S: S. Mills/C. Wood (11-0-0). In Article IV, Shondra recommended that "Council" be added to Article IV's title as a modifier for organization. Motion to insert "Council" before the word "Organization" in the title of Article IV-Section 1 of the Classified Senate Bylaws to read "Council Organization". M/S: P. West/C. Wood (11-0-0). Also in Article IV, which distinguishes the four council members, a discussion took place to further add clarity to the description of roles as described in Article IV, Section 1a. Shondra advocated for the use of "Executive Board" in the language of the bylaws to distinguish the members who may assist the President in creating the agenda and who may assume the responsibilities of a President in the event they leave office. Regarding Article V, Shondra and Robert created Vacancies and Appointments</p>
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		<p>sections (Sections 4 and 5, respectively), and changed the Terms of Office section (Section 3) to ensure continuity on the council. The sections remaining for completion are Responsibilities (Section 6), adding to Sections 4 and 5, and clearing up Elections (Section 1) and Section 3. Cesar Reyes brought up possible changes to Article IV, Sections 1e and 1f. Shondra and BethAnn congratulated and thanked Cesar for joining the Bylaws Review & Revision Task Force. The continued revision of the bylaws will continue at the January's Classified Senate meeting.</p> <p>C. <u>Monday Meeting Calendar – B. Stone:</u> BethAnn Stone shared the Monday Meeting Calendar for Spring 2022. These dates also appear at the bottom of the 12.13.21 Agenda. Depending on the status of the campus, plans for Classified Senate meeting next semester may include options to attend either in-person or virtually. Motion to approve the Spring 2022 Monday Meeting Calendar reflecting CS Meeting dates as: January 31st, February 14th and 28th, March 14th and 28th, April 4th and 18th, May 2nd and 16th. M/S: S. Mills/C. Reyes (11-0-0). An email invitation will be sent with a meeting link to the next Classified Senate Council meeting, and please contact BethAnn for an invitation if you are interested in attending.</p>
6.	Committee Input and Report Outs	<p>A. <u>District Reports:</u> BethAnn Stone reported that at the last Classified Senate Coordinating Council the main topic of discussion was JobLinks. Please share with CS any keynote speakers or in-person or online workshops or activities you can recommend. There has also been discussion of distributing a brief survey regarding JobLinks attendance and participation. DGC talked about the different campuses' Caring Campus efforts and asked for everyone to nominate colleagues "Caught Caring" on campus. BethAnn acknowledged Lawrence Punsalang and the LMC Caring Campus Committee for their work promoting the initiatives of the program. January 7th is the deadline. DVC and CCC are also performing similar Caring Campus activities. Jeniffer Monroy DVC attended the LIFT conference, a leadership conference which consisted of a one-year commitment, paired with coaches, to enhance leadership skills amongst our classified professionals. The enrollment and recovery campaign is underway with focus groups meeting and more opportunities for collaboration and feedback will be presented in future meetings.</p> <p>B. <u>Shared Governance Council:</u> BethAnn Stone shared that the ESL success certificate was approved. The LMC Pathways chart and the scale of adoption for Guided Pathways at LMC was endorsed. The ISLO statement was reviewed with small additions that were incorporated based on feedback received at the last SGC meeting. The ISLO statement package with the agenda and minutes has been emailed to the group, and please reach BethAnn if you like to be forwarded it again or have feedback to provide. SGC also reviewed their sections of the Employee Engagement Survey Results Crosswalk Review. Finally, the Monday Meeting Calendar was approved and the budget was reviewed.</p> <p>C. <u>Strategic Enrollment Management:</u> SEM has not met since the last Classified Senate meeting.</p> <p>D. <u>Safety Committee:</u> Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. <u>Planning Committee & ISLO Core Group:</u> BethAnn reported that during the December 2nd meeting there was an update given on the E-Lumen program review year five. Data coaches were deployed in November to assist program unit leads with accessing and using data for Vision for Success of their E-Lumen templates. The program review reviewer function in the E-Lumen is still unresolved, and no timeline for resolution has been provided by E-Lumen. BethAnn expressed frustration at the lack of communication and is taking the issue to district level in early spring. The college plans module in E-Lumen will be launching in January with the guide and training videos to be posted on the page and the first virtual training flex will occur on January 18th, with emails and information to come. The planning committee reviewed data and information for EMP progress measures six through ten. Number six was related to the district high school feeder report, which Dave Belman presented. The EMP progress products measure number seven was related to student equity and achievement and Sabrina Kwist had provided a presentation on that at the planning committee's November meeting. Progress measure number eight is related to the employee diversity study and Catt Wood provided a presentation from IDEA on the work that they have been doing related to employee diversity. There were presentations from Distance Education, as well as the Office of Equity and Inclusion on EMP progress measure number nine, related to professional learning engagement. EMP progress measure number ten was related to the employee engagement survey results and will be presented at the February meeting once all communities, groups, and offices have reviewed and submitted their summaries. Presentations were also given to the Planning Committee on open educational resources impacting and student outcomes, as well as the upcoming Focus Flex: Backwards Designing Our Students' Futures. For the ISLO Core Group, the ISLO Core statement package is being circulated for review and feedback and was attached with this meeting's agenda. Please communicate any comments to BethAnn before the next ISLO meeting in February, or if you would like to be forwarded the statement package.</p>

		<p>F. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>G. IDEA: IDEA has not met since the last Classified Senate meeting.</p> <p>H. Sustainability:</p> <p>I. Professional Development Advisory Committee:</p> <p>J. EEO Committee: EEO Committee has not met since the last Classified Senate meeting.</p>
7.	Council Business	<p>A. Fundraising Committee: BethAnn Stone called for a motion to extend the meeting to allow for council committee reports. Motion to extend CS 12.13.21 meeting an additional 10 minutes (i.e. to send at 4:40). M/S: S. Mills/C. Reyes (10-0-0). Nicole Almassey announced that the impromptu Fun Run basket drawing held at the Holiday Reception raised \$266.00, with five baskets leftover from the cancelled crab feed given. For the Fun Run, about 40 individuals have signed up or have donated. Nicole expressed surprise and disappointment at the relatively few signups and acknowledged Catt Wood for signing up the Library's student ambassadors for the event, and also called to classified professionals for their support, appreciating their efforts so far. Options for registration fee payment were discussed, with further discussion tabled for the spring.</p> <p>B. Caring Campus Committee: Please nominate colleagues on campus you observe "Caught Caring" on campus through the following link: https://losmedanos.wufoo.com/forms/x8lr4k61f2kfao/</p>
8.	Adjourn Meeting	Adjourn at 4:41 Action: M/S: S. Mills/C. Reyes (9-0-0)