

CLASSIFIED SENATE MINUTES
Monday, February 14, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

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

Attendees: Nicole Almassey, Myles Crain, Courtney Diputado, T'Sendenia Gage, Linda Jackson, Cynthia Perez-Nicholas, Melina Rodriguez, Michael Simpson, Annica Soto, Paul West, Shondra West

Guest: Dr. Tanisha Maxwell, Dr. Carlos Montoya

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:05 pm. Announcements: BethAnn Stone reported that three Classified Professionals have registered, along with BethAnn, for the 2022 Classified Leadership Institute on June 8th - 10th at the Riverside Convention Center. BethAnn has requested funding from Dean Sabrina Kwist for up to five to attend, leaving one available spot, and would like to close registration by Wednesday, February 16th. There is a section in the Excel sign-up sheet where you can indicate that you have spoken with and received approval to attend from your respective manager. For those who have registered, BethAnn will provide an update at the February 28th Classified Senate meeting. BethAnn highly recommended that Classified Professionals participate if they are able. BethAnn updated the group about the 4CS Gathering of the Senates which will be held virtually on February 25th from 10:00 – 2:00 AM, and provided a link to register for the event. BethAnn shared her experience attending the Fall 2021 Gathering of the Senates and described it as an excellent opportunity to converse with colleagues across the state and to work together developing solutions to the issues we are experiencing. BethAnn's 2/15/22 Classified Senate meeting update email also includes the registration link. Public Comment: BethAnn Stone announced that Sandra Mills has agreed to remain in the meeting room after it has adjourned to field questions that members present may have regarding recent Local 1 developments and decisions.</p>
<p>4.</p>	<p>Approval: A. Agenda of 2/14/22 B. Minutes of 1/31/22</p>	<p>A. Agenda Action: Motion to approve the 2/14/2022 Classified Senate meeting agenda: M/S: C. Wood/S. Mills (16-0-0) B. Minutes Action: Motion to approve the 1/31/2022 Classified Senate Meeting Minutes: M/S: C. Wood/I. Sukhu (15-0-1; C. Reyes abstained)</p>
<p>5.</p>	<p>Presentation: Chat with the VPSS Chat with the VPB&AS Bylaws Review & Revision</p>	<p>A. Chat with the VPSS – T. Maxwell: Dr. Tanisha Maxwell, VP of Student Services, began by answering questions from the group. Nicole Almassey asked if any changes are expected to the District's COVID-19 masking policy in response to Contra Costa County and other counties lifting their indoor masking mandates, effective on 2/16/22. Tanisha informed the group that this policy is expected to be discussed at Tuesday's Chancellor's Cabinet meeting and shared that, anecdotally, people seem to be more comfortable maintaining the existing mask mandate than not. Tanisha expects a communication to all employees to be released announcing the decision. Paul West inquired about the COVID-19 reporting protocol for employees visiting campus and how long they are expected to remain in place. Tanisha clarified that each day employees are on-site they are required to take the Daily Health Assessment and to also report their attendance using the yellow COVID-19 tile. There is currently no timeline in place for this reporting protocol to be discontinued. Carlos Montoya added that some COVID-19 protocol, such as the on-site reporting, were laws passed by the state legislature in response to Cal/OSHA requirements and the like. Ongoing conversations continue to occur at the state level as to which bills to pass to protect employees, but at this point there is no clear indication of if and when these policies will change. Paul asked if the enrollment data from this and other semesters during the pandemic reflects a decline in diversity, or if instead, the reduction in enrollment is</p>

consistent across all the college's demographic groups. Tanisha remarked that Dean Chialin Hsieh would have data related to this question and that there are disproportionately impacted groups that have significantly decreased, such as a decline in our black and African American student populations, particularly of African American males. Tanisha continued to share that, unfortunately, there has been a decline in enrollment overall, even from last spring and from before the pandemic. On the instruction side, a program summit has been planned to determine how to best offer academic programs that are relevant and competitive. BethAnn Stone inquired about the high school enrollment numbers and whether this demographic's enrollment has experienced a decline relative to other groups. Tanisha responded that although data is not available for the meeting, there have been trends of this decline which can in part be explained by the demand for in-person courses. The college continues to look at the composition of offered course modalities and take steps to strengthen partnerships with high schools. For example, a high school conference is being held on Tuesday promoting LMC programs and services with Ed Partners at the feeder high schools in our community. Tanisha praised Outreach and Counseling for their work with high schools and their students. T'Sendenia Gage asked how employee morale is being observed and evaluated from the management's perspective, and what has been suggested to increase morale? Tanisha replied that she constantly asks and hears about employee morale and highlighted the importance of best communicating and providing an environment that feels safe, where people feel heard and that their needs are being advocated for. To build morale, recent division meetings have included shout outs for employees to share information about their departments and what they do so that each has an understanding that they are a part of this larger division and can grow their understanding of what specific departments do. Fall packages to welcome employees back were created, and Tanisha, despite pushback, continues to advocate for the option to work remotely on Fridays and for offering different modalities of services to students, and hopes that this flexibility in employee work schedules contributes to morale. Tanisha discussed staffing and her push to fill vacancies, such as in Financial Aid and SSRP. Tanisha stressed that her door is always open to hear employee feedback and will lift concern to the circles of influence, and added that there is a canvas course for student services that serves as an on-boarding tool for the division, and encouraged its use. Tanisha also announced that the COVID-19 testing date will be changed next week to Tuesday, from 2:00 – 4:00 pm, in lieu of the upcoming Monday holiday.

B. Chat with the VPB&AS – C. Montoya: Dr. Carlos Montoya, VP of Business & Administrative Services, began by fielding questions from the group. Paul West asked if there were any updates to the opening of the cafeteria in the Student Union. Carlos responded that the previous contract ended at about the time when the college went remote, and that with fewer students on campus, attracting a new vendor has been a challenge. One option is to expand the DVC food operation to have a version of that at LMC, providing the college more control over quality, food options, and price. A second option is contracting a food truck vendor, which hopefully will be taken to the board for contracts in the next month. Different options to expand the food selection at the bookstore, for example, by offering pre-prepared food items or adding displays from local restaurants, are also in the discussion. BethAnn Stone inquired about the current policy for staff use of facilities for events. Carlos replied that after reviewing the existing conditions in the fall, staff use of facilities has been approved for events that benefit students directly, but use of facilities is closed for outside use. These policies will be reevaluated at the end of the spring semester. Carlos added that due to its professional IT equipment, renting the conference center in the Student Union is not the same as renting a normal classroom, and to expect an extra week or two for requests for the space to be reviewed by Cabinet. Carlos suggested that prospective users of the conference center should submit an IT support ticket to be informed about the unique components of the facility. Nicole Almassey requested a status update into the distribution of the COVID-19 testing kits. Carlos shared that testing kits for the requested number of employees were delivered to each manager's office for distribution to individual divisions and/or employees. Nicole had yet to receive kits at her office, and the group held an informal poll to determine if others in the meeting had also not received theirs. Some had not, and Carlos and BethAnn agreed to follow up on the matter, and Carlos added that enough testing kits are available to support all employee groups, including permanent, hourly, adjunct, and student employees. KN95 masks are also in stock and available upon request. BethAnn requested the current number of unfulfilled classified positions. Carlos reported that there are currently 20 vacant positions at the college with four of them being management (EOPS, LMC Foundation, Associate Dean of Nursing, and Dean of Instruction) and 16 being classified. Additionally, there are 12 positions in a mixture of management, faculty, and classified, which Cabinet has decided to place on hold. Sandra Mills commented that positions should not be placed on hold if extra

		<p>work is being parceled out to existing employees. Carlos announced that the IT team is scheduled to complete reinstallation of equipment at the Brentwood Center and the reopening of the administration building is on track for March 1st. Carlos explained that employees may have noticed caution signs and/or cones around the main campus which are due to a few water main breaks that are being repaired, and he applauded the Facilities team for their efforts while working understaffed. Carlos reassured the group that although some smaller maintenance items have been deprioritized, they have not fallen off Facilities' radar and everyone is encouraged to continue to use the work order system as it provides ongoing insight into the college's needs. Finally, Carlos reported that the budget forums with the District are being scheduled and will take place towards the end of the semester.</p> <p>C. <u>Bylaws Review & Revision – S. West / C. Reyes:</u> Shondra West shared that the addition of Cesar Reyes to her and Roberts Delgado on the Bylaws Committee has been very helpful, and suggested to others in the group to consider joining. As a non-profit organization there are requirements to the information in our Bylaws for which templates can be followed. Shondra led the group in a discussion regarding the language in Article IV, Section 1a. of the Bylaws and provided the committee's suggestions for changes. Paul West remarked that it may be wise to keep the prior language that specifies the Vice President, rather than simply a representative, of the bargaining unit as a Classified Senate Council member. Sandra Mills responded that changing the language will allow the bargaining unit to be represented in the event that the Vice President does not attend. Shondra appreciated the feedback. Motion to approve the revised language for Article IV Classified Senate Council, Section 1a. Organization:</p> <p>a. The Classified Senate Council, hereinafter referred to as the Council, shall consist of nine (9) members:</p> <ul style="list-style-type: none"> • Four (4) Executive board members - Senate President, Vice President, Secretary, Treasurer • Four (4) council members • One (1) representative of the bargaining unit <p>(CSM 2/14/2022)</p> <p>M/S: S. Mills/C. Wood (16-0-0). Shondra continued with a recommendation from the committee to improve the clarity of the Bylaws with revisions to the organization of the Articles. The suggestion was to split the existing Article IV Classified Senate Council sections into separate Articles and leave Article IV, Section 1 for the organization of the Classified Senate Council. Shondra proposed a new Article for Sections 2, 3, and 4 of the remaining Sections, Article V, and asked the group to discuss and consider a potential new header for this Article for future meetings. Motion to create a new article and move Sections 2, 3 & 4 from Article IV to the new article, New Article V (CSM 2/14/2022) to include Sections 2, 3, & 4.</p> <p>M/S: C. Wood/N. Almassey (16-0-0). Shondra offered that during the next meeting the Bylaws Committee will present the revised format of the Sections, 2, 3, and 4 which were moved to the new Article V. BethAnn Stone thanked Shondra, Cesar, and Robert for their hard work.</p>
6.	Committee Input and Report Outs	<p>A. <u>District Reports:</u> BethAnn reported that CSCC discussed Job Links, the spring break retreat, staffing and participation, and the new 4CD Administrative Procedure 1030 and new 4CD Board Policy 1030, which together will be included as a separate item at the February 28th Classified Senate Meeting, with a significant amount of time for discussion. Please refer to BethAnn's 2/15/22 Classified Senate meeting update email for these documents and more information. At DGC there was discussion of these new policies and procedures led by both the UF and Local 1 Presidents. There was a request to place these procedures on hold and to not rush the process, and it was understood by Chancellor Reese and Andrea Medina that time needs to be taken in reviewing these policies and procedures. UF is currently reviewing their bargaining agreement and ample time is expected, even extending to after the next meeting, for revisions to be made. Chancellor discussed funding proposals for housing and student hunger, budget, meetings with legislators, and the disproportionate proposed investment for approximately \$10,000/year for community college students in comparison to approximately \$38,000/year for UC students. Also discussed was the increase in the number of veteran and homeless students, and the strategies the state can adopt to address these demographics and retain students. Five study sessions have been scheduled for the governing board with each one attributed to one of the four CD goals. Additionally, resolutions were passed regarding Black History Month, a World Day of Social Justice, and one related to COVID-19 and establishing a new board ad hoc committee on finance.</p> <p>B. <u>Shared Governance Council:</u> SGC met on February 9th and ISLOs were approved, and BethAnn thanked the ISLO group for their hard work. The next steps will be determining what their assessment process will be, as well as mapping and aligning in all areas, not just Instruction. The Distance Education Strategic Plan implementation was reviewed and BethAnn will connect with Dean Aprilil Nogarr for a possible meeting visit in the future to provide us</p>

		<p>an update on its progress. Chancellor Reese has been placed on leave and there was some discussion of this development at SGC. SGC reviewed and approved the summary of their designated section(s) of the Employee Engagement Survey Results Crosswalk and comments. There was some discussion pertaining to Comment #17 on page two referencing bullying, racism and anti-semitism, and lack of promoting people of color. It was suggested that information be disseminated college-wide reminding employees of the process for submitting a complaint. It was also noted that the newly developed AP 1030 and BP1030 that are currently under review, will also address the process for filing a complaint and the investigation process if an employee is experiencing discrimination, harassment, and/or retaliation. BethAnn also noted in SGC that the VPs will be attending Classified Senate meetings periodically throughout the semester for a "Chat with the VP" which will provide an open dialog with each Vice President to ask questions, lift-up any issues, and for information to be provided.</p> <p>C. Strategic Enrollment Management: SEM has not met since the last Classified Senate meeting.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>A. Planning Committee & ISLO Core Group: BethAnn Stone summarized that Planning Committee met on February 3rd and an update was given on eLumen program review year five. With final submissions due February 3rd, program review has now closed. Please complete the program review year five progress evaluation survey sent by Dean Chialin Hsieh, as it helps inform the Planning Committee on possible changes to the processes for program review, including templates and participation. Nicole Almassey requested clarification on what specific program review assessment the survey asks respondents to evaluate, and BethAnn explained that the survey refers to the entire five-year process at all levels of participation. Planning Committee also discussed the Educational Master Plan and its implementation and training calendar, and received a presentation from Workforce Development on EMP progress measures. Regarding the employee engagement survey results, there are a few committees that have not yet met so this report will be compiled and provided to Planning Committee at their March meeting. A presentation was made by Dennis Franco and VP Natalie Hannum on the new programs summit which occurred on February 7th, and Scott Hubbard also gave a presentation titled, "Focused FLEX: Backwards Designing for Our Students' Future". Finally, the Comprehensive Program Review Template was discussed and BethAnn's 2/15/22 Classified Senate meeting update email will include the document for your review and feedback. Motion to extend meeting to 4:40 p.m. M/S: C. Reyes/C. Wood (16-0-0).</p> <p>B. TAG/Technology Plan Core Group: TAG has not met since the last Classified Senate meeting.</p> <p>C. IDEA: IDEA has not met since the last Classified Senate meeting.</p> <p>D. Sustainability: Sustainability has not met since the last Classified Senate meeting.</p> <p>E. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p> <p>F. EEO Committee: EEO Committee has not met since the last Classified Senate meeting.</p>
7.	Council Business	<p>A. Fundraising Committee: Nicole Almassey announced that while it is too late for a potential drive-thru crab feed, an event can be scheduled for early May. Ideas include a disco party, a gala, or a Cinco de Mayo event, held in the Student Union, with dinner, dancing, and potentially a live band. While this would be a fundraising event, Nicole suggested to keep ticket prices low. Nicole and BethAnn agreed to continue to explore these possibilities together and a short survey may be released to gauge interest in such an event.</p> <p>B. Job Links 2022: BethAnn Stone is looking for additional volunteers to support the existing group of five or six members who have currently signed up for the LMC Job Links Planning Group. A link to join will be included with BethAnn's 2/15/22 Classified Senate meeting update email and please reach her if you have any ideas or suggestions on guest speakers, workshops, and/or presenters. Registration for the planning group will likely close on Thursday and BethAnn will be contacting those who have signed up regarding scheduling for the first meeting.</p> <p>C. Elections Committee: This item was tabled for the next Classified Senate Meeting.</p>
8.	Adjourn Meeting	<p>Adjourn at 4:40 pm Action: M/S: N. Almassey/C. Reyes (14-0-0). Sandra Mills remained in the meeting room to answer questions regarding recent Local 1 developments.</p>