

**CLASSIFIED SENATE MINUTES**

Monday, February 25, 2019

3:00 p.m. – 4:30 p.m.

**Room CC3-361**

**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, Sonia Pantoja, Tammy Oranje, Eric Sanchez, Catherine Fonseca

**Guests:** Greg Stoup

**Members Excused:**

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p><b>Welcome</b> <b>Announcements</b> <b>Public Comment</b></p>	<ul style="list-style-type: none"> <li>• Meeting called to order: 3:05 p.m.</li> <li>• LMC held an All-Senate Meeting on February 11<sup>th</sup> (Academic, Classified, Students) which went well. Nicole provided an overview of some items that came up including: too many acronyms on campus, holding these meetings at least once a year and to “cross-pollenate” meetings when possible (i.e. Faculty attend Classified Senate meeting). Additionally, the LMCAS presentations were incredible. Their presentations included zero textbook costs programs, outreach and sexual violence awareness week.</li> <li>• BethAnn informed the Senate that the deadline to complete the Employee Engagement Survey was extended to Friday March 1<sup>st</sup>. If you have not yet completed the survey, please do so as your input will inform us on accreditation, college-wide planning, policies and processes.</li> <li>• No public comment given.</li> </ul>
<p>4.</p>	<p><b>A. Agenda</b> <b>B. Minutes</b> <b>C. Treasurer’s Report</b></p>	<p><b>A. Agenda- Action:</b> Approved M/S: M. McQuaid/P. West; unanimous approval of agenda (7-0-0) <b>B. Minutes 2/4/2019 – Action:</b> Approved M/S: C. Wood/J. Nogarr; unanimous approval of minutes with one correction (6-0-; <i>B. Stone abstained</i>) <b>C. Treasurer’s Report:</b> No report provided.</p>
<p>5.</p>	<p><b>Presentation</b></p>	<p><b><u>Vision for Success Goal Setting-Greg Stoup:</u></b> Greg Stoup from District Research &amp; Planning presented on establishing our goals to align with the CCCCCO (State Chancellor’s Office) system-wide goals as part of the <i>Vision for Success</i> (strategic plan) in conjunction with the new funding formula. Greg reviewed our history through present day, utilizing a data lens to see where we were five years ago, where we are now and where we need to be in five years according to the goals we need to set. There are five state-wide goals with numeric targets attached to four of the goals. Each goal has a five-year time horizon with the baseline year being 2016-17 and the target year is 2021-22.</p> <ul style="list-style-type: none"> <li>• <b><u>Goal #1:</u></b> Increase by 20% the number of LMC students annually who acquire degrees or certificates (we select either as our indicator). In 2016/17 (baseline year) LMC awarded 1069 degrees and 623 certificates; last year (2017/18) LMC awarded 1209 degrees and 802 certificates; in 2021/22 we need to have 1283 degrees or 748 certificates awarded. Please note – the certificates counted are only CCCCCO approved certificates and not skills certificates (i.e. 16 units or more).</li> <li>• <b><u>Goal #2:</u></b> Increase by 35% the number of students transferring annually to a UC or CSU (using either completed ADTs or transfers as our indicator). In 2016/17 we had 492 transfers and awarded 306 Associate Degree for</li> </ul>

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Transfers (ADTs); in 2017/18 we had 562 transfers and awarded 372 ADTs; in 2021/22 we need to have either 590 transfers or 367 ADTs to reach the goal.

- **Goal #3:** Decrease the average number of accumulated units by associate degree earning students from 87-79 (this does not include ADTs). In 2016/17 the average number of accumulated units for a degree-earning students was 81.8; in 2017/18 it was 81.8; in 2021/22 we need to reach 79 accumulated units.
- **Goal #4:** Increase the percentage of existing CTE students who report being employed in their field of student from the state average of 69% to a rate of 76%. This is a difficult goal to track as there is not consistent and accurate data to support it. The data we have is self-reporting and the response to the query is not overwhelming. According to the CTEOS data that is available, in 2015/16 LMC was at 68.7%. The data is not available yet for the 2016/17 year so as of now we must use 2015/16 as our baseline year. We need to be at 76% or above in 2021/22. Is there verbiage related to this goal pertaining to students obtaining a degree or certificate in a CTE program?
- **Goal #5:** Decrease the equity gaps across all above measures by cutting achievement gaps by 40% within five years among the traditionally underrepresented groups outlined in your student equity plans. This goal currently does not have any data released to support it.

May 31<sup>st</sup> is the deadline for the College to submit their indicators and goals. Greg will come back to the Classified Senate at our March 11<sup>th</sup> meeting for a second read and approval.

**Strategic Plan 2014-2019-BethAnn Stone:** BethAnn presented the Senate with webpage and evaluation process for the *Strategic Plan 2014-2019: An Educational Master Plan for LMC (SPEMP)*. The Office of Planning & Institutional Effectiveness is currently gathering your input and “stories” from the past four years related to the four strategic planning goals. During this meeting provide your “stories” of achievement and/or improvement on one or more of the strategic planning goals utilizing the Classified Senate lens (i.e. Crab Feed, All-Senate Meeting, Chili Cook-Off, etc.). Beyond your role with the Senate, we encourage individuals to submit their stories of success and/or improvement via the webpage at <https://www.losmedanos.edu/planning/planningresources.aspx>.

Additionally, you can view the evidence related to achievement of each goal and the lessons we learned from the evaluation of our last educational master plan. A template will be sent out campus-wide this week which may help facilitate our discussions. The information gathered during this evaluation process will “close the loop” on our current strategic plan and inform us in the development of our new educational master plan later this year. The Senators will review the webpage and think about achievements and possible improvements to bring to our next meeting.

**Healthy Habit-Nicole Almassey:** Nicole provided some background in her degree and previous work as a Dietitian, is presenting the Senate with some healthy eating habits. Remember little changes in your diet can make big changes in your life.

- Eat more vegetables than fruits as fruits have a lot of natural sugars.

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		<ul style="list-style-type: none"> <li>• Tear lettuce, do not cut it with a knife as it causes the lettuce to wilt or “go bad” more rapidly.</li> <li>• When picking vegetables - the darker and deeper a vegetable is, the better it tends to be.</li> <li>• You should have your vegetables and salads with no dressing as dressing just adds more calorie and fat content. However, have some veggies with a little ranch dip is better than having a bag of chips for a snack.</li> <li>• The condiments you use and the beverages you drink contain the majority of your daily calorie intake.</li> </ul>
<p><b>6.</b></p>	<p><b>Committee Input and Report-Outs</b></p>	<p><b>A. District Reports:</b> DGC had some issues with the revisions to BP 20.01 (parking procedures) that would require a parking permit on all campuses in the District during the weekend. Therefore, DGC did not approve the changes to the policy.</p> <p><b>B. SGC:</b> Recent SGC meetings have included resource allocation or RAP on their agenda. This year there is approximately \$200,000 that can be allocated towards RAP funding. All RAP requests must be entered into the Budget Request Database (BRD) otherwise referred to as the “parking lot”. If a request is not funded, it will remain in the parking lot for two years at which time a request will be sent to the originator to review and re-submit and/or update the request. All of those managers responsible for categorical funding in their area will have access and are able to review the database. If they locate a request that aligns with their funding priorities and/or goals, they can opt to fund it.</p> <p><b>C. Enrollment Management:</b> No report</p> <p><b>D. Safety Committee:</b> No report</p> <p><b>E. Planning Committee:</b> The Planning Committee discussed and provided input on committee achievements and improvements for the evaluation of the <i>SPEMP 2014-19</i>. March 15<sup>th</sup> is the deadline to submit your stories, following that a sub-committee will analyze and format the results to include in the report. Laurie Huffman presented the DE Gap Study which found a total of 48 recommendations, with 11 needing top priority to change or implement related to Distance Education. The Academic Senate is currently discussing and will be voting on whether LMC should join an OEI (Online Education Institution). Greg Stoup presented on the goal setting for the Vision for Success to the Committee as he presented to the Classified Senate today.</p> <p><b>F. TAG:</b> No meeting. The Classified Senate discussed inviting Alex Porter to the next meeting to discuss technology issues and concerns.</p> <p><b>G. IDEA:</b> No report</p> <p><b>H. Sustainability:</b> No report.</p> <p><b>I. Professional Development Advisory Committee:</b> No report</p> <p><b>J. SSSP Advisory Committee:</b> No report.</p> <p><b>K. EEO Committee:</b> No report.</p>
<p><b>7.</b></p>	<p><b>Council Business</b></p>	<p><b>A. Crab Feed – March 9<sup>th</sup>:</b> March 1<sup>st</sup> is the last day to purchase tickets. Planning for the event is going well.</p> <p><b>B. Budget Road Show:</b> Tabled</p> <p><b>C. Mission Statement:</b> Tabled</p>

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		<p><b>D. RAP Proposals:</b> See above SGC report-out</p> <p><b>E. New ASL &amp; Spanish Certificates:</b> SGC has placed on the agenda approval for the new American Sign Language and Spanish certificates.</p> <p><b>F. Accreditation:</b> No report.</p> <p><b>G. Guided Pathways:</b> Needs a Classified representative on the Committee.</p>
<b>8.</b>	<b>Adjourn Meeting</b>	<b>Action:</b> The meeting adjourned at 4:33 pm (M/S: N. Alfaro/J. Nogarr), all in favor

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