

**CLASSIFIED SENATE MINUTES**  
**Monday, February 28, 2022 3:00 – 4:30 pm**  
[ZOOM](#)

**Members Present:**

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

**Attendees:** Ninnette Alfaro, Nicole Almassey, Myles Crain, Courtney Diputado, Irma Gregory, Melina Rodriguez, Michael Simpson, Annica Soto, Paul West

**Guest:** Bill Bankhead

Item	Agenda	Outcomes
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<p><b>Welcome</b></p> <p><b>Announcements</b></p> <p><b>Public Comment</b></p>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:05 pm.</p> <p><b>Announcements:</b> BethAnn Stone shared a report-out from the February 25<sup>th</sup> 4CS Spring Gathering of the Senates, which was attended by herself, T'Sendenia Gage, and Leetha Robertson. Professional Development opportunities for Classified Professionals were discussed, and another institution shared that they hold a Classified Professionals Week with learning opportunities on topics such as anti-racism and health &amp; wellness. A Classified Professionals Flex Week was suggested as a possible solution to the disparity in professional development opportunities between Faculty and Classified Professionals. Santa Rosa Junior College commented on recent issues arising in their institution pertaining to resistance from faculty to recognize Classified Professionals including the need for opportunities for Classified professional development (i.e. PD is for faculty-only). Information was discussed regarding the Post-COVID workforce for Classified Professionals, noting that HR Departments have experienced challenges in processing the volume of the various types of forms required for onboarding. The lack of adequate training and professional development has resulted in a need, and sometimes a requirement of classified professionals to train others. Some Colleges with a 9+1 MOU or resolution shared their process in establishing it. Some institutions have incorporated it into their constitutions however, the documentation varies between institutions.</p> <p>BethAnn Stone announced that funding has been approved for a team of four (BethAnn, T'Sendenia Gage, Irene Sukhu, and Catt Wood) to attend the 2022 Classified Leadership Institute June 8<sup>th</sup> - 10<sup>th</sup>. Although signups have closed, BethAnn encouraged anyone interested in participating to seek funding through their department in interested in attending.</p> <p>BethAnn Stone confirmed that the Classified Senate brochure design has been updated with recent pictures and a revised mission statement, and the final draft template is being prepared for submission to Justin Nogarr for printing. Sandra Mills announced that she and BethAnn Stone will be meeting with VPI Natalie Hannum regarding the morale and support of Classified Professionals. Please email any questions or comment you may have for Natalie to either Sandra or BethAnn. You may also send these questions and concerns anonymously by 5:00 pm Wednesday, March 9<sup>th</sup>, via a link to be provided in BethAnn's 3/1/22 Classified Senate meeting update email. Natalie is also scheduled to attend the next Classified Senate meeting for a "Chat with the VP", which will be a 15 to 20-minute agenda item. Nicole Almassey suggested accepting questions as direct messages to the host as a simple method to allow for questions to be asked anonymously.</p> <p><b>Public Comment:</b> Bill Bankhead, Program Manager for Workforce &amp; Economic Development, introduced himself to the group and described that his role focuses around employer engagement, labor market data, and CTE grant administration. Bill encouraged the group to contact him regarding funding for CTE-related professional development opportunities. Bill commented that President Bob Kratochvil and VPI Natalie Hannum asked the Workforce Development unit to facilitate a New Programs Summit at the March 7<sup>th</sup> College Assembly meeting. The goal of the event was to solicit college-wide input on critical skills for students across the entire campus and to discuss potential new programs, degrees, or academic departments that may be created in the next few years. Bill invited and encouraged all Classified Professionals to actively participate in this session, and stressed how extremely valuable their input is to</p>

		this strategic discussion.
4.	<p><b>Approval:</b></p> <p>A. Agenda of 2/28/22</p> <p>B. Minutes of 2/14/22</p>	<p>A. <b>Agenda Action:</b> Motion to approve the 2/28/2022 Classified Senate meeting agenda: M/S: C. Wood/N. Almassey (14-0-0)</p> <p>B. <b>Minutes Action:</b> Motion to approve the 2/14/2022 Classified Senate Meeting Minutes: M/S: C. Wood/L. Punsalang (12-0-2; N. Alfaro and I. Gregory abstained)</p>
5.	<p><b>Presentation:</b></p> <p>EEO Committee Budget</p> <p>AP 1030 and BP 1030</p> <p>Comprehensive PR Template</p>	<p>A. <b>EEO Committee Budget:</b> Irma Gregory presented a situation EEO Committee is experiencing. During their last meeting it was brought to the committee's attention that, at the district level, a budget is assigned to the colleges for the purpose of funding Equal Employment Opportunity projects. EEO will likely discuss at their next meeting whether to combine the budgets into one district-level budget, or to leave the budgets assigned individually to each college. Irma asked the group for their input about these scenarios and shared her opinion that, since each college has different needs, the budgets should remain separate. Irma also asked for suggestions on how to best inquire what the budget is and how it may be used, and how to announce its availability. Nicole Almassey and BethAnn Stone both agreed with Irma that each college should maintain their own budget, and Nicole suggested that this should be an item on each local EEO meeting agenda. Irma described that another difficulty has been that EEO Committee has been unable to meet to further discuss the matter, and remarked that there have been meeting conflict issues between the District EEO meeting and the local EEO Committee meeting, which are scheduled the same day. Nicole offered that this matter could be raised in SGC. Catt Wood proposed that, since EEO is a Shared Governance committee and had spun off of IDEA, and because of their importance, the committee meetings should take place whether or not the chair, VPB&amp;AS Carlos Montoya, attends. Paul West agreed that it is important for EEO Committee to be active and remarked that complaints about EEO imbalance within the Community need to be addressed. Nicole questioned how EEO reporting can possibly take place if EEO Committee does not meet. BethAnn and Irma will connect to confirm and clarify the details of this issue before BethAnn brings it to the President.</p> <p>B. <b>AP 1030 and BP 1030:</b> BethAnn Stone shared the new policies and procedures AP 1030 and BP 1030 which were brought forward by Chancellor Bryan Reese and District HR at the February CSCC and DGC meetings, and have generated much discussion. Both documents will be attached to BethAnn's 3/1/22 Classified Senate meeting update email. Some people felt the policies and procedures are necessary and fill a gap in our processes for filing complaints and investigations into discrimination, harassment and/or retaliation. Others felt that these are covered by the current policies and procedures. The Board has decided to move forward with the revision and review process to ideally have a procedure and policy in place at the end of the academic year. BethAnn requested input and feedback from the group to communicate at Tuesday's CSCC and DGC meetings. Catt Wood asked about the number and types of these complaints, and called for the revised policies and procedures to provide transparency in this data. Paul West asked if it has been checked if AP 1030 is in alignment with the Federal and State laws. BethAnn shared that at DGC, Andrea Medina confirmed that the procedure was cross-checked to be in accordance with State and Federal laws, including Title 5 and EEO regulations. Catt suggested that the procedure include a more mediatory or educational approach to discipline and corrective action. Catt also commented that anonymous reports are stated to be widely publicized, which is not the case. Irma Gregory pointed out a possible overlap in the coverage of BP 1030 and that of the existing formal procedure for escalating certain complaints, such as grade challenges. BethAnn anticipates these policies and procedures will continue to be discussed at future Classified Senate meetings, so please email BethAnn any feedback you may have, which may also be lifted anonymously, if you prefer, to DGC and CSCC.</p> <p>C. <b>Comprehensive PR Template:</b> BethAnn Stone presented the Comprehensive Program Review Template (will be attached to BethAnn's 3/1/22 Classified Senate meeting update email) and requested feedback for the template which may be shared at Thursday's Planning Committee meeting. BethAnn explained that for ease of use, the document is in Word format but will eventually be created in eLumen. Sandra Mills requested clarification on how to approach "Assessing the program size" of an area such as the Center for Academic Support. Catt Wood inquired about the timeline for completion of the template, and BethAnn described that Planning Committee expects to have it approved and finalized at the latest by their May 5<sup>th</sup> meeting so that work can begin over the summer to create the unique templates for each area and incorporate them into eLumen. Please email BethAnn any feedback you may have regarding the template.</p>

6.	Committee Input and Report Outs	<p><b>A. District Reports:</b> District has not met since the last Classified Senate meeting.</p> <p><b>B. Shared Governance Council:</b> BethAnn reported that SGC met on February 23<sup>rd</sup> and discussed the draft Program Revitalization and Discontinuance procedure which bridges the gap pertaining to program revitalization and discontinuation between local policy and procedure. The procedure includes criteria and a focus on revitalization first. Currently there are three programs "on watch" and undergoing the revitalization process: Recording Arts, PTEC, and Travel &amp; Marketing. The Department Chair(s)/Program Leads are teamed with peers to reevaluate their curriculum and pedagogy, develop strategies for marketing and outreach, and create community and industry partnerships. Irene Sukhu added that labor market information data is also examined during this process which can be provided by Bill Bankhead. This procedure will be included with BethAnn's 3/1/22 Classified Senate meeting update email for your review and feedback. Dean Aprill Nogarr had presented an overview of data from the September 24<sup>th</sup>, 2021 CVC Consortium, and BethAnn shared and summarized the "CVC Exchange Data Overview &amp; Distance Education Strategic Plan Implementation" presentation to the group, which will also be attached to BethAnn's 3/1/22 Classified Senate meeting update email. BethAnn reviewed the data and discussed student input including the reasons students used the Consortium Exchange, and how it may be useful to students planning to take impacted courses such as Biology or Nursing.</p> <p><b>C. Strategic Enrollment Management:</b> Nicole Almassey reported that at their February 15<sup>th</sup> meeting SEM discussed SEM 2.0, Comprehensive Program Review, EMP goal alignment, strategic scheduling for retention, and Guided Pathways. It was announced that VPSS Tanisha Maxwell will be overseeing SEA Funds. Nicole noted that English is currently participating in the "Get in the Zone" Student Success Team Pilot, as part of the implementation phase of LMC Pathways. BethAnn Stone reported that she shared with SEM the multiple concerns from Classified Professionals regarding how Guided Pathways Success Teams will be organized. The student-facing Guided Pathways is anticipated to launch in Fall 2022, so a more complete picture of how Success Teams will be organized can be known.</p> <p><b>D. Safety Committee:</b> Sandra Mills shared that at their last meeting, Safety Committee focused on organizing Safety Monitors throughout campus as classes increasingly return to in-person learning. The Safety Monitor map was updated, although it has been challenging to do so without knowing precisely everyone's schedule. Planning of Safety Monitors will continue to be adjusted as the college further opens. Email discussions pertaining to facemasks also took place.</p> <p><b>E. Planning Committee &amp; ISLO Core Group:</b> Planning Committee has not met since the last Classified Senate meeting.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG was rescheduled due to a Zoom login issue with single sign-on.</p> <p><b>G. IDEA:</b> Catt Wood reported that IDEA is working on flyers to promote the Equity Mini-Grants and remind constituents that the application is open to all constituencies. IDEA also discussed teaming with LMCAS to organize a belated reopening of the Student Union. The Academic Senate President proposed IDEA potentially hosting or promoting a roundtable discussion about culturally relevant pedagogy and the future of equity-focused professional development.</p> <p><b>H. Sustainability:</b> Sustainability has not met since the last Classified Senate meeting.</p> <p><b>I. Professional Development Advisory Committee:</b> PDAC has not met since the last Classified Senate meeting.</p> <p><b>J. EEO Committee:</b> EEO Committee has not met since the last Classified Senate meeting.</p>
7.	Council Business	<p><b>A. Fundraising Committee:</b> Nicole Almassey talked about the relaunch of the Fun Run for spring and the possibility of having box lunches for a fundraiser.</p> <p><b>B. Job Links 2022:</b> BethAnn Stone announced that the Job Links LMC Planning Group met last week and meets again on Friday, and invited and encouraged anyone interested to join. The group primarily discussed theme possibilities, with "All in Flavor" emerging as a well-received and supported idea. Cesar Reyes has an intern who can design an ice cream-themed logo, which through its different-colored ice cream scoops can represent the unique qualities each person has and the celebration of everyone gathering for the event. Various workshop ideas and guest speakers were brainstormed. Cesar offered a former Sesame Street writer he is connected with as a possible speaker who can give a presentation on creative writing. Presentations on mental health and/or wellness, a CPR workshop, and a tour of the kinesiology building facilitated by Colleen Ralston are also in consideration.</p>

		<b>C. Caring Campus Committee:</b> Lawrence Punsalang shared a photo taken from the February 15 <sup>th</sup> Classified Professionals photo shoot and thanked the participants. A photo from the event will appear in the next Caring Campus Newsletter.
<b>8.</b>	<b>Adjourn Meeting</b>	<b>Adjourn at 4:31 pm Action: M/S: P. West/C. Reyes (12-0-0)</b>

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