

CLASSIFIED SENATE MINUTES

Monday, March 11, 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*, Letta Greene – *Treasurer*, Ninnette Alfaro – *Council Member*, Justin Nogarr – *Council Member*, Michelle McQuaid – *Council Member*, Tammy Oranje – *Council Member*, Sandra Mills - *Local 1 Representative*, Paul West, Catt Wood, Imelda Lares, Sonia Pantoja, Eric Sanchez, Catherine Fonseca, Susie Hansen

Members Excused:

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<ul style="list-style-type: none"> • Meeting called to order: 3:05 p.m. • BethAnn informed the Senate to remember to enter their “stories” or achievements and any noted needs for improvement as it relates to the goals in the Strategic Plan 2014-2019. Senators are asked to provide their input with their Classified Senate role in mind and they are also encouraged to enter their input with their role in their program/department. The last day to enter your input is Friday March 15th. This qualitative data will provide the College with the information needed to properly evaluate progress towards attainment of our Strategic Plan goals. • No public comment given.
<p>4.</p>	<p>A. Agenda B. Minutes C. Treasurer’s Report</p>	<p>A. Agenda- Action: Approved M/S: C. Wood/T. Oranje; unanimous approval of agenda with one abstention (6-0-1; <i>J. Nogarr abstained</i>)</p> <p>B. Minutes 2/25/2019 – Action: Approved M/S: T. Oranje/J. Nogarr; unanimous approval of minutes with two corrections (7-0-0)</p> <p>C. Treasurer’s Report: The 1100 account (general operating fund) currently has a balance of \$5,500.00. This may change slightly (\$40-\$50) depending on the responses from the Business Office on Letta’s inquiry into some charges. The scholarship account has a balance of \$10,541.46 however, this will change after the expenses and profits have been entered from the Crab Feed.</p>
<p>5.</p>	<p>Presentation</p>	<p><u>Healthy Habit – Courtney Diputado:</u> This item was tabled as the presenter became unexpectedly unavailable.</p> <p><u>Mission Statement-Nicole Almassey:</u> Nicole provided the Senate with a handout detailing the definition, length and purpose of a mission statement; ensuring our mission statement meets ACCJC standards and the questions asked in our upcoming ISER. The handout also included our current mission statement and a preliminary revised mission statement proposed by the SGC sub-committee formed to revise our current mission statement. Mission statements should not be too long (i.e. no paragraphs) and should accurately reflect our purpose and the populations we serve. Nicole requested feedback from the Senators on the revised mission statement to bring back to SGC as they work towards development of a new mission statement for LMC. One suggestion is we should be more specific in our mission on the populations we serve. However, it is noted that since the communities we serve are diverse it can be difficult to include every population we serve. Another suggestion is that the first line should be more specific to our location of East Contra Costa County.</p> <p><u>Guided Pathways Committee Positions-Shelly Baird Nicole Almassey:</u> Shelly Baird was unexpectedly called away therefore, Nicole will distribute the handouts and information on the two Classified Chair Sub-Committee</p>

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		<p>positions. One position is for the <i>Enter the Path: Onboarding Subcommittee</i> and the other position is for the <i>Stay on the Path: Student Support Subcommittee</i>. The Guided Pathways Task Force has designed the subcommittees to be tri-chaired with equal status on the Committee (Faculty, Classified, Administration). There are some equity concerns pertaining to pay for Classified participation on these subcommittees. Faculty will receive release time however, overtime is difficult with Classified given the various positions Classified Professionals hold and the subsequent variances in overtime pay. Classified are encouraged to apply and participate as Classified Professionals will be instrumental in any Guided Pathways “roll-out” at LMC. Local One and Administration are working to resolve the equitable pay concerns.</p>
<p>6.</p>	<p>Committee Input and Report-Outs</p>	<p>A. District Reports: DGC submitted their nomination for Classified Employee of the Year to the Governing Board for approval. The Governing Board approved Rashaad McAlpin as CCCCD Classified Employee of the Year! There will be an award presentation at the March Governing Board Meeting on Wednesday March 27th.</p> <p>B. SGC: Approximately \$200,000 has been allocated towards RAP funding. At the last meeting, not all members completed their assignment thus delaying the approval process until the next meeting. The top priorities for approval from the President are – licensure, accreditation, health and safety. Some facilities improvements approved are updating the Business Office area with more cubicles and updating the IT area. Additionally, some local GE changes were approved (GE Committee) to better align with CSU/IGETC.</p> <p>C. Enrollment Management: No report</p> <p>D. Safety Committee: No report</p> <p>E. Planning Committee: Greg Stoup presented on Vision for Success goal setting. A subcommittee was formed to begin synthesizing the qualitative data from the evaluation process of our <i>Strategic Plan 2014-2019</i> and formatting the report. The Committee reviewed and discussed the results from the Employee Engagement Survey. A particular section to note was the dissatisfaction and issues with the DO Research request system. It appears as though most respondents do not know or unaware of what the District’s role and functions are. LMCAS also had conversations pertaining to student involvement and input in planning. The Committee was also provided updates on the data dashboard (tableau), eLumen and CCSSE.</p> <p>F. TAG: No meeting.</p> <p>G. IDEA: Catt encouraged Classified to attend and participate in IDEA (meets on the third Thursday of every month). Classified are also encouraged to apply to attend the NCORE conference in Oregon (campus-wide email sent from Sabrina). IDEA is still actively working on free feminine hygiene products in all bathrooms. Catt has been placing baskets in bathrooms with some products to demonstrate need and in honor of Women’s History Month.</p> <p>H. Sustainability: No report.</p> <p>I. Professional Development Advisory Committee: No report</p> <p>J. SSSP Advisory Committee: No report.</p>

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7.	Council Business	<p>K. EEO Committee: Meets tomorrow.</p> <p>A. Crab Feed – March 9th: The event was a success thanks in part, to our wonderful student volunteers. They raised \$694 in tips to be distributed evenly amongst six clubs (some student club members were there to obtain volunteer hours required by their club). Currently, we do not have the final numbers as we are waiting for some payments and expenses to clear.</p> <p>B. Elections: The positions of Vice President and two Council Members will be vacated. Letta Greene will serve as the Elections Committee Chair. If position runs unopposed there is no need for a vote. Additionally, Nicole’s last year as President is next year.</p> <p>C. Scholarships: There were 41 applications for Classified Senate Student Scholarships. Sandra Mills, Justin Nogarr and Susie Hansen will serve on the Committee. The amount for each scholarship will be determined by the Committee once they have convened.</p> <p>D. Kennedy King Scholarship Donation: Seeking approval to give our annual donation of \$300 to the Kennedy-King Scholarship fund. M/S: S. Mills/I. Lares unanimous approval to donate \$300 to the Kennedy-King Scholarship fund (7-0-0).</p> <p>E. Budget Road Show: Jonah Nichols from the District will be touring each of the campuses to present on the budget from the State and its effect on our District and Colleges. More details on exact dates will be forthcoming via an e-mail from D.O.</p> <p>F. Accreditation: Vision for Success goal setting and approval at last meeting and at College Assembly. For Goal #1 the preferred indicator is 1A (track degrees); for Goal #2 the preferred indicator is 2A and for Goal #4 the preferred indicator is 4C.</p> <p>G. Guided Pathways: No report.</p>
8.	Adjourn Meeting	<p>Action: The meeting adjourned at 4:27 pm (M/S: D. Baskin/C. Wood), all in favor</p>