

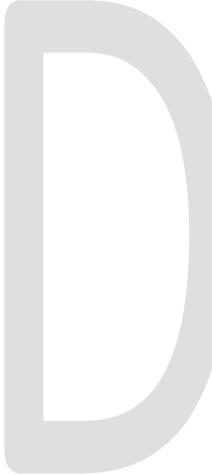
CLASSIFIED SENATE MINUTES
Monday, March 14, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

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

Attendees: Ninnette Alfaro, Myles Crain, Irma Gregory, Melina Rodriguez, Paul West, Shondra West

Guest: Natalie Hannum

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p> 	<p>Welcome: BethAnn Stone welcomed the group at 3:06 pm. Announcements: BethAnn Stone issued a callout for Classified Professionals who are interested in serving on the Classified Senate Scholarship Subcommittee. Nicole Almassey, Sandra Mills, and Lawrence Punsalang have already indicated their participation. Approximately \$4,000 has been raised for scholarships, largely from the fall’s Fun Run fundraiser, and BethAnn added that there is a tight turnaround for the subcommittee's review of scholarship applications. The first meeting will convene early next week. BethAnn Stone shared the final draft of the Classified Senate brochure and thanked Justin Nogaar for helping with its design. Last semester, Classified Senate approved the brochure as one of the activities we planned to increase the number of Classified Professionals participating and engaging in shared governance at LMC. The brochure is index card-sized and provides an overview of Classified Senate and what we do, and may, for example, be handed out during Opening Day and Welcome Week activities or placed in new hire folders. BethAnn explained that the Print Shop's workload had caused the brochure's printing to be delayed, but that printing will begin next week. During the delay the brochure was updated to include a photo taken at the 2/16/22 Classified Professional picture day. BethAnn recognized and congratulated the District Classified Professional of the Year, LMC's Teresa Ferguson. The presentation of the award to Teresa will occur immediately preceding the 4/13/22 Governing Board Meeting in the lobby area at District. If you are interested in attending, please RSVP by 4/4/22 to Pat Kaya's invitation, or to BethAnn if you have not received Pat's invitation email.</p>
<p>4.</p>	<p>Approval: A. Agenda of 3/14/22 B. Minutes of 2/28/22</p>	<p>A. Agenda Action: Motion to approve the 3/14/2022 Classified Senate Meeting Agenda: M/S: S. Mills/I. Sukhu (8-0-0) B. Minutes Action: Motion to approve the 2/28/2022 Classified Senate Meeting Minutes: M/S: S. Mills/C. Reyes (8-0-0)</p>
<p>5.</p>	<p>Presentation: Chat with VPI Hannum</p>	<p>A. Chat with VPI Hannum: Natalie Hannum, Vice President of Instruction, greeted the group and began the chat by sharing the Program Revitalization and Discontinuance Procedure 4008.01 document. LMC is required by various legislative bodies to have a procedure in place for revitalization or discontinuance, and the new procedure describes the steps taken and criteria for these processes. Procedure 4008.01 organizes numerous related documents into one local process and bridges a gap where Board Policy leaves off and local process takes over. If a program meets three or more of the listed criteria, it is reported in the annual District Educational Planning Report, which designates programs as "On Watch", "In Trouble", "Modified or Reduced", or "To be Discontinued". Three programs are presently "On Watch": PTEC, Travel Marketing, and Recording Arts. Programs "On Watch" follow the revitalization plan steps, through which each is assigned a Revitalization Taskforce which includes a combination of disciplined Faculty, Faculty from across the college, Classified Professionals, a Transfer or Articulation Officer, and/or specific members of an advisory committee. SGC representatives BethAnn Stone, Cesar Reyes, and Irene Sukhu had shared their recommendation to include a Classified Professional as part of the Revitalization Taskforce.</p>

	<p>Bylaws Review & Revision</p>	<p>The process is within the 10+1 purview and so requires Academic Senate approval. BethAnn held an informal poll and the group reached consensus for acceptance of the procedure. Natalie shared that the Office of Instruction and its departments have been codifying process and procedure in an effort to more completely document the college's large amount of unwritten historical knowledge, especially in gaps where a District policy comes down and a local policy is developed. Please refer to the Procedure 4008.01 document for your review and information, which has also been attached to BethAnn's 3/9/22 Classified Senate Meeting summary email, and email Natalie or BethAnn if you have any feedback. Natalie then presented the Guided Pathways Scale of Adoption Assessment (SOAA), which is a template filled out annually for the Guided Pathways process, and requested Classified Senate review the written narrative, focusing on the Pillar(s) relevant to each Classified Professional and the major themes and Next Steps sections of the document. Natalie expects to finalize and send the document for approval by 3/24/22. The SOAA can be found on the Guided Pathways website and is included with BethAnn's 3/15/22 Classified Senate Meeting summary email for your review and information. If schedules allow, Natalie would like to attend a Classified Senate meeting once a month. During Q&A with Natalie, Cesar inquired about the current conversations regarding the funding of potential Guided Pathways support positions. Natalie expects to have within the next four weeks a more concrete recommendation for funding, as the Tri-Chairs have made a specific recommendation to President Bob Kratochvil to staff the learning major career pathways and success teams. How the positions will be advertised and what other positions may become available has yet to be determined and the positions themselves will be brought to SGC for approval through a RAP process. Natalie thanked the group for having her present and encouraged everyone to join her Friday Walk-and-Talks at the outdoor track. BethAnn expressed appreciation for Natalie's visit and added that if Classified Professionals have feedback or questions to Natalie they would like to be communicated anonymously, to please email them to BethAnn or send them to her privately in the chat during Classified Senate Meetings.</p> <p>B. <u>Bylaws Review and Revision:</u> Shondra West and Cesar Reyes presented the updates to the Bylaws Review and Revision and voiced that presenting at every other Classified Senate Meeting gives the Bylaws Committee time to review and implement their recommendations for changes. The committee is nearing the point of completing a final draft of the Bylaws, and Shondra shared the work-in-progress sample document, explaining that the cover page will include the dates the Bylaws were ratified. The new Article V: Elections, which was passed at the 2/14/22 Classified Senate Meeting, is currently being reviewed and modified, and Shondra asked the group for possible alternative names for the article. Shondra brought attention to the committee's expansion of the criteria of Section 1. Candidate Qualifications, and requested feedback on its items and if anything should be changed or added. Section 2. Terms has been modified for clarity, and Section 3. Elections Timeline was added to provide the Council and Elections Committee with clear dates for the elections process. Cesar explained that a new Announcement of Vacancies event has been added to the Elections Timeline at the committee's recommendation. Section 4. Elections Procedures has been updated to better align with the current expectations of the Classified Senate and Section 5. Special Elections was added, which currently displays placeholder items for further review and discussion. Section 6. Elections Committee is now a separate section and it describes the appointment and responsibilities of the Elections Committee. Shondra pointed out that Article IV, Section 2. Responsibilities is not ready for review but has been moved from Article V based on feedback received previously. After highlighting the recommended changes, Shondra asked Classified Professionals to review Article V and email any recommended changes to her for the committee's next presentation. The Bylaws document is attached to BethAnn's 3/15/22 Classified Senate Meeting summary email for your review and information. Sandra Mills had a question pertaining to consequences if the events described in Section 3. Elections Timeline do not occur on the listed dates, and Cesar clarified that the Bylaws Committee considers the dates to be guidelines rather than rules, and the language used to describe the timelines for the election process will continue to be composed. Cesar acknowledged Robert Delgado's contributions to the Bylaws Review and Revision and Shondra wrapped up the presentation by reminding the group to keep in mind that once this process is completed a committee also will be formed to review and revise the Classified Senate Constitution.</p> <p>C. <u>Accreditation Updates:</u> BethAnn Stone provided a progress update primarily focusing on the Quality Focus Essay (QFE) template that was a part of the college's accreditation report. The QFE template provides an annual progress report towards achievement of the goals for our outlined QFE projects to ACCJC. BethAnn shared the QFE draft and summarized for the group its organization and content. Please review the QFE template via the Sharepoint link</p>
	<p>Accreditation Updates</p>	

		included in BethAnn's 3/15/22 Classified Senate Meeting summary email and provide feedback to her via email by 3:00 pm Monday, 4/4/22.
6.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that at Classified Senate Coordinating Council she provided an update from LMC's JobLinks Planning Group and their recent progress. The Classified Professional of the Year, Teresa Ferguson, was announced. There is a March 28th Classified Senate Council retreat for all district councils to come together virtually and discuss and collaborate on a variety of topics. BethAnn received feedback pertaining to BP 1030 and AP 1030 and communicated it to DGC, CSCC, and District leadership. These policies and procedures are currently with the unions undergoing their discussion and feedback. It was reported that faculty at LMC and DVC have been looking at enrollment data, specifically data regarding decreases in enrollment for disproportionately impacted populations. DVC 's students are working on a town hall for Thursday, 3/17/22 and LMC students are planning a telehealth program and an advocacy trip to Washington, D.C. Chancellor Mojdeh Mehdizadeh reported that the contract with the consultant committee Interact is in the process of termination due to Interact not meeting the deliverables as outlined contractually, and that final invoicing is being calculated to pay for the work which has been delivered. There is no new work starting from Interact and a cease-and-desist letter has been issued. A smaller contract exists with a subcontractor of Interact called Strategic Information Group (SIG) and their work to help improve the student experience has been reported as valued, so there has been a discussion for continuing with them through a focused, less expensive contract. The Board Agenda was reviewed and items were added related to District Facilities departmental reorganization. Catt Wood asked for clarification of Sandra Mills' District report-out regarding the three classified position layoffs and Sandra confirmed the number. BethAnn continued to report that BP 1024 and SSP 3028 were reviewed and that these revisions were initiated by internal audits that occurred. In summary, they are updates to existing policies to incorporate online forms and online processes. SSP 3028 was approved with minimal revision, while approval of BP 1024 will be delayed until the revisions are discussed at the April meeting. BP 1024 is attached to BethAnn's 3/15/22 Classified Senate Meeting summary email for your review and information, and please email any feedback you may have to her by 5:00 pm Thursday, 3/31/22. BethAnn then shared a discussion she and Sandra had had and proposed that Classified Senate host a luncheon event for Classified Hourly Employees in late April. The goal of this event is to validate and show appreciation for the hard work and time that Classified Hourly spend serving our students and institution as a whole. We may expect an agenda item regarding approval of and funding for this event at April's Classified Senate Meeting.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC discussed rollover proposals from 2019-2020 and 2020-2021 for Brentwood Center resource allocation. A number of proposals had been placed on hold to confirm that their information remained accurate after years of rollover, and these have now been brought back to SGC. BethAnn shared the SGC Fall 2021 Brentwood Review Summary and explained its content. The total of original requests was \$735,290.44, and the amount available was \$434,000. The recommended revised proposal was for \$436,852 and includes Faculty, Staff, and Operating Expenses. Proposals for a Biology Lab Coordinator, Center for Academic Support Program Assistant, and Adjunct Librarian have been requested to be deferred. A discussion ensued pertaining to this news and BethAnn and Sandra Mills both expressed frustration that the Brentwood Center has opened without the necessary plan and resources for staffing, and Catt Wood noted the absence of a proposal for a Classified Library Technician. Cesar Reyes shared a more detailed, updated summary document which includes the deferral of this position, and Catt requested that this document be distributed. This updated SGC Fall 2021 Brentwood Review Summary can be found along with BethAnn's 3/15/22 Classified Senate meeting summary email for your review and information. BethAnn commended the efforts of Classified Professionals whose current roles have them navigating remotely while also supporting in-person at two different sites. BethAnn also shared that, at SGC, Cesar had brought attention to amending the Program Revitalization and Discontinuance Procedure 4008.01 to include a Classified Professional in its Revitalization Taskforce formation.</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>E. Planning Committee & ISLO Core Group: BethAnn Stone reported that she shared the feedback regarding the Comprehensive Program View Template with Planning Committee. BethAnn displayed the template for the group and described the items that were discussed. At the last Classified Senate Meeting concerns were expressed about how to approach item C of the template, Assessing Program Size. Planning Committee has expanded its written description of item C and through their discussion further clarified that training will be offered to provide support on assessing a program. Motion to extend meeting until 4:40 pm. M/S: C. Wood/C. Reyes (9-0-0). A second area of</p>

		<p>concern BethAnn brought to Planning Committee was the feedback to issue the template as four separate templates divided by program type. The Comprehensive Program View Template is attached to BethAnn's 3/15/22 Classified Senate meeting summary email for your continued review and feedback. Subgroups were developed for the evaluation report for the Employee Engagement Survey and the program review year-five process evaluation. We will be registering for the nation-wide surveys SENSE and CCSSE. SENSE targets first-time students and CCSSE focuses on student experience and overall engagement, regardless of whether they are first-time or continuing.</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: Sustainability has not met since the last Classified Senate meeting.</p> <p>I. Professional Development Advisory Committee: PDAC has not met since the last Classified Senate meeting.</p> <p>J. EEO Committee: BethAnn Stone shared a District EEOC report-out from Irma Gregory, who could not attend today's meeting. The Governing Board advised Sophia Lever to postpone their recruitment selection guide update project until the District has its leadership in place, and the committee also continued working on the EEO plan update.</p>
7.	Council Business	<p>A. Fundraising Committee: This item was tabled until the next Classified Senate Meeting.</p> <p>B. Job Links 2022: This item was tabled until the next Classified Senate Meeting.</p> <p>C. Graduation Ceremony Name Readers: BethAnn Stone explained that Classified Senate usually asks two recent retirees to act as Graduation Ceremony Name Readers at the spring Graduation Ceremony. BethAnn put forth District Classified Professional of the Year Teresa Ferguson as another potential candidate for Name Reader and asked the group if we should invite as Name Readers two retirees, or to have one retiree as reader and ask if Teresa would like to be the second. By an informal poll the group voted to invite Teresa as Name Reader. BethAnn also called for Classified Senate to nominate recent retirees as Name Readers for approval at the next Classified Senate Meeting on April 4th, 2022. Additional information regarding this item may be found in BethAnn's 3/15/22 Classified Senate meeting summary email.</p>
8.	Adjourn Meeting	Adjourn at 4:38 pm Action: M/S: C. Reyes/I. Sukhu (9-0-0)