


CLASSIFIED SENATE MINUTES
Monday, April 18, 2022 3:00 – 4:30 pm
[ZOOM](#)

Members Present:

Council: BethAnn Stone – *President*, Reginald Turner – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills – *Union Rep*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Grace Villegas – *Council Member*, Catt Wood – *Council Member*


Attendees: Nicole Almassey, Myles Crain, Irma Gregory, Michelle McQuaid

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:02 pm. Announcements: BethAnn Stone began the meeting by announcing that the Caring Campus Committee is accepting Spring 2022 semester nominations for "Who Got Caught Caring?" recognition. Please submit your nominations for Classified Professionals that you have caught caring at this link. Nominations will be accepted through Friday, 4/29/2022 and the winner will be announced in the May 2022 Caring Campus newsletter. Irene Sukhu also clarified that you may nominate more than one person. For additional information, please refer to Irene's 4/18/22 Caring Campus email. Public Comment: Nicole Almassey asked BethAnn Stone if there has been an announcement of the date for the Brentwood Center's ribbon-cutting ceremony. BethAnn replied that this topic was discussed at SGC and to expect a formal invitation to employees from President Bob Kratochvil. The ribbon-cutting ceremony was announced for Wednesday, 5/04/22 at 11:00 a.m. and for more information, please reference President Kratochvil's 4/18/22 email.</p>
<p>4.</p>	<p>Approval: A. Agenda of 4/18/22 B. Minutes of 4/04/22</p>	<p>A. Agenda Action: Motion to approve the 4/18/2022 Classified Senate Meeting Agenda with one (1) amendment to remove Item A under agenda item #5 Presentations: M/S: N. Almassey/R. Turner (10-0-0) B. Minutes Action: Motion to approve the 4/04/2022 Classified Senate Meeting Minutes: M/S: I. Sukhu/M. McQuaid (7-0-3; N. Almassey, S. Mills, G. Villegas abstained)</p>
<p>5.</p>	<p>Presentation: Distance Education Strategic Plan QFE Progress Comprehensive PR Draft Templates</p>	<p>A. Distance Education Strategic Plan: This item was removed due to cancellation of the DE strategic plan presentation by Janith Norman and Dean Aprill Nogarr. B. QFE Progress: BethAnn Stone shared the Quality Focused Essay (QFE) Progress update. The QFE is a part of our accreditation response and each year the QFE is reviewed. Dean Chialin Hsieh works with the responsible parties and SGC to update the achievement of our projects in our annual midterm accreditation report. The primary responsible leads for the project tend to be Strategic Enrollment Management but there also are a few deans or leads outside of the members of that committee. QFE's overall focus is the completion of gateway English and Math courses in students' first year at LMC and consists of three projects. Project #1 is geared towards Intentional Outreach, Project #2 is geared towards Strategic Scheduling, and Project #3 is geared towards Focused Retention Efforts. BethAnn explained that there is an overall progress update section and the document is also delineated by progress update sections for each individual project, so you may review and comment on one or all projects that align with your work or interests. BethAnn further clarified that she is not currently seeking approval of QFE, just review and feedback. This year's updates to the document appear in purple type font and BethAnn pointed out that Chialin highlighted, specifically, recommendations for revisions to our goals based on the available data. These recommendations appear in the Overall Takeaways section. BethAnn also noted that the QFE was developed pre-COVID and completed mid-COVID, and this has impacted these projects and their anticipated outcomes. The QFE document has been included with BethAnn's 4/20/22 Classified Senate Meeting summary email as an attachment for your review and information. Please email BethAnn any feedback by 5:00 p.m. Friday, 4/29/22 and she will ensure that it is reported. C. Comprehensive PR Draft Templates: BethAnn Stone presented the three Comprehensive PR Draft Templates for</p>

		<p>Instructional Units, Student Services & Learning Community, and Administrative Units in eLumen and described how they were created from the Word document Draft Template (presented at the 2/28/22 Classified Senate Meeting). It was previously noted at Classified Senate and communicated at Planning committee that the template was overly instruction-driven and it was difficult to see how student services and administrative units played a role. Based on this feedback some items were revised and a grid was drafted which includes a description of each item, the Guided Pathways Pillar they align with, and a checkbox to label them as related to Instruction, Student Services, and/or Administrative areas. Planning Committee acknowledged the challenges inherent in creating three templates from this information, and they discussed how the templates would look in eLumen and what verbiage would be used for each template's descriptions and instructions. BethAnn offered to share the Draft Templates, which are hosted on the test side of eLumen, and by an informal poll the group agreed to be presented all three for review and feedback. BethAnn displayed the templates in eLumen and reviewed and compared their sections, explaining that the most important part of the templates for feedback are the Instructions sections. These are omitted when exporting the templates to PDF, so BethAnn will instead provide screenshots of the three templates in eLumen to Classified Senate for their in-depth review. New to this year, most sections are now aligned with one or more of the Guided Pathways Pillars, and the Instructions section of each describes this alignment. BethAnn noted that each template's Instructions section is geared towards the corresponding area's role and activities, and mentioned that a text box appears underneath the Instructions sections which should not be there and can be ignored. BethAnn emphasized that, compared to previous Program Reviews, the Draft Templates' prompts are more open-ended and allow more flexibility for programs to report information specific to their department or area and their five-year goals. Links to relevant guiding questions to consider for developing a response for each section will also now be provided. When reviewing the Student Services & Learning Community template, Sandra Mills asked if each area of Student Services will have section Instructions geared specifically for each area and expressed her concern that, in her experience, what is asked by the questions in Program Review may not apply to the completing area's role or activities. BethAnn replied that the Instructions only serve to broadly provide Guided Pathways context to the user for the prompt it precedes, while the prompts themselves are less targeted and designed not as questions, but as categories which can be responded to by most programs. This change provides an opportunity for programs to not necessarily respond to sections that don't pertain to them. BethAnn also assured the group that there will be multiple training videos and one-on-one sessions available to support the Program Review process. PDF attachments with screenshots of the three Comprehensive PR Draft Templates have been included with BethAnn's 4/20/22 Classified Senate Meeting summary email for your review and information. Please send to BethAnn via email any feedback you may have for this test draft phase of the templates by 5:00 p.m. Friday, 4/29/22.</p>
6.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that Classified Senate Coordinating Council met on 4/05/22 and reviewed the Governing Board Agenda, minor changes to BP 1024, and extended forth nominations for Joeretha Mayo and Jeniffer Monroy to serve on the executive Vice Chancellor of Administrative Services hiring committee, with Jeanie Smith labeled as an alternate. As result of the 3/28/22 CSCC Retreat, CSCC has decided to move forward developing 9+1 at the District level and BethAnn called for Classified Professionals to volunteer to serve on CSCC's working group for 9+1. Please reach BethAnn by the end of April if you are interested in participating. At DGC, Chancellor Mojdeh Mehdizadeh reported they are working to get \$1 million for one year for faculty to expedite the development of Open Educational Resources (OER) and cultivate existing resources. A few years ago, we received a grant for that work and we are applying again to receive that funding. District is also working with Strategic Information Group to perform a business process analysis to streamline our current practices and processes. Associate Vice Chancellor Kelly Schelin has been working with all three of the colleges on these efforts. Also, to complete the termination of our contract with Interact, Kelly has been working with Interact's accounting to identify any faulty invoicing for deliverables unmet. The Chancellor emphasized the importance that management is trained up and there are plans to restart 4CD's Leadership Institute to offer opportunities to better support the colleges and constituents in becoming leaders in our district. Budget forums are forthcoming and the DGC calendar was reviewed. This completed BethAnn's CSCC and DGC report-outs, and she next presented an information discussion item regarding a Classified Senate donation to Eric Moss's Mental Fitness Challenge. A new 20 Practices Challenge will begin on 5/01/2022 and Eric has asked if Classified Senate is willing to join LMCAS and United Faculty in contributing to its prize pool. Nicole Almassey suggested that Local 1 may also be solicited for a donation and mentioned that Classified Senate cannot purchase gift cards from its operating fund, and would rather need to use its Foundation fund. Irene Sukhu asked about the donation amount requested and BethAnn shared an</p>

email from Eric with the prizes from a previous challenge. These prizes included a backpack, an Echo Dot, an iWatch, and \$50.00 gift cards for each of the three college's bookstores. BethAnn continued to explain that we may also decide what group we would like to be eligible to win our donation (ex. LMC students) and this eligibility, the quantity of donations, and the donation amounts are completely open. BethAnn proposed, and the group agreed, to place these decisions as an item on our next Classified Senate Meeting Agenda.

- B. Shared Governance Council:** BethAnn Stone reported that at SGC the Public Health Associate Degree for Transfer and Certificate of Achievement in Hip Hop studies were approved. The revised Fall 2021 Brentwood Center RAP Proposal was also approved. Dr. Adriana Simone presented the Ethnic Studies and Social Justice Studies Department Proposal and VPB&AS Carlos Montoya presented the Draft Technology Plan for feedback. The Draft Technology Plan is attached to BethAnn's 4/20/22 Classified Senate Meeting summary email for your review and information. President Bob Kratochvil informed SGC that the ribbon-cutting for the Student Union and Kinesiology Athletics Complex took place on 4/06/22. He recognized Luisa Velazquez on a wonderful speech and encouraged all to attend the ribbon-cutting of the Brentwood Center on Wednesday, 5/04/22 at 11 a.m. President Kratochvil also acknowledged and congratulated the tenured faculty and our own Teresa Ferguson for her Classified Professional of the Year award.
- C. Strategic Enrollment Management:** SEM has not met since the last Classified Senate meeting.
- D. Safety Committee:** Sandra Mills's Safety Committee report-out was tabled to the next Classified Senate Meeting.
- E. Planning Committee & ISLO Core Group:** BethAnn Stone shared that Planning Committee reviewed the Program Review Year Five reports and a work group was developed to compose the Vision for Success report for presentation at the May Planning Committee meeting. The Program Review Year Five Evaluation report was drafted and presented to the Committee for review and it was discussed and approved. Takeaways and recommendations were to continue the chunking of sections, that the data sets were helpful and informative to update programs, to continue and expand upon space and opportunities to collaborate with colleagues on Program Review, to offer trainings throughout the year, and to improve the organization of the data by providing it in one central location. Comprehensive Program Review Templates were also reviewed and discussed. Feedback was incorporated that was previously provided from Academic Senate and Classified Senate, and it was noted that, for the templates to be clearer and more concise, they should be put into eLumen. The templates are currently up for review by Academic Senate, Classified Senate, SSLT, and President's Cabinet. Please refer to Item 5C of these Classified Senate Meeting Minutes for BethAnn's presentation on the Comprehensive PR Draft Templates. The Employee Engagement Survey results report was compiled, drafted, and presented to Planning Committee, and this provided a brief overview of the timeline process and dissemination of results of the survey, as well as the review summaries and recommended improvements from committees, groups, or offices identified as having charges or work that aligns with its sections. An update was provided on the New Program Summit and VPB&AS Carlos Montoya presented the Draft Technology Plan for review and feedback.
- F. TAG/Technology Plan Core Group:** TAG has not met since the last Classified Senate meeting.
- G. IDEA:** Catt Wood reported that IDEA was in the early discussion stage of possibly hosting a series of cultural competency events in Fall 2022. Catt commented that IDEA and Classified Senate could potentially collaborate for this event and form a subcommittee, and that they should have more information by the next Classified Senate Meeting. BethAnn Stone recognized that this semester's meeting agendas have been unusually full and expressed her hope to create room to add more agenda items as we approach the end of this semester and in the fall. Sandra Mills questioned the usefulness and implications of the phrase "cultural competency" and described her struggles understanding what being competent in a culture means, exactly. Sandra suggested "cultural humility" as a language used in the medical field which has been adopted by Tutoring.
- H. Sustainability:** Sustainability has not met since the last Classified Senate meeting.
- I. Professional Development Advisory Committee:** PDAC has not met since the last Classified Senate meeting.
- J. EEO Committee:** BethAnn Stone shared that due to a meeting conflict with District EEOAC Committee meetings, Irma Gregory is unable to continue as LMC EEO Committee Classified Senate representative. Irma added that the rescheduling of meetings was decided as a courtesy to District EEOAC, since it is easier to coordinate a single college's meeting rather than at the district level with community representatives and multiple constituencies from three colleges. Consequently, there is an opening to serve on the LMC EEO Committee and BethAnn gave a callout for anyone interested. If you are interested in participating as Classified Senate representative on this committee and would like more information, please feel free to e-mail BethAnn with your interest and/or inquiries. Nicole

		<p>Almassey reported that EEO Committee reviewed the Draft Technology Plan and there were some concerns that the plan was very high-level and lacking specifics. Pertaining to USC Equity, we will be receiving a portal with self-enrolled trainings and Classified Senate, as an example, could invite someone to facilitate a training webinar. Nicole also announced and shared a link to a Diversity, Equity, Inclusion, and Accessibility (DEIA) training titled “Promising Hiring Practices Emerging Now”, and noted that the “A” for Accessibility has been recently added by the state. EEO also discussed the meeting schedule conflict with DEEOAC and the scheduling challenges it introduces. Nicole shared an observation that HR currently does not seem to have a process in place for district’s hiring practices. The times between events (i.e. application opening and closing, first and second interview messaging, etc.) have been extending and if we want to keep qualified candidates and pools, we need to have a better timeline and a better understanding for the candidates of our hiring processes. EEO will be adding this as future agenda item. Irma also reported that at DEEOAC they continue to work on the District EEO Plan.</p>
7.	<p>Council Business</p> 	<p>A. Bylaws Review & Revision Task Force: BethAnn inferred that with Cesar Reyes temporarily on leave the Bylaws Review & Revision Task Force are unlikely to have an update to present and so the item was tabled for a future meeting agenda.</p> <p>B. Scholarships Committee: Sandra Mills reported that the Scholarships Committee met and reviewed the scholarship applications and have awarded four \$1,000 scholarships for transferring students and six \$500 scholarships for continuing students, for a total of \$7,000 in scholarship awards. Sandra expressed appreciation for the committee’s evaluation of the applications under pressure and constrained by time. They received the essays from the Scholarship Office at 3:00 a.m. on a Friday and they were due the following Monday, requiring “a little extra homework” that weekend. The 20 applications were divided arbitrarily between two groups of two committee members each, and Nicole Almassey shared the committee’s recommendation for next year to split applications more effectively; one group for continuing students and another for transferring students. Thank you to Sandra, Nicole, Bethann Stone, and Lawrence Punsalang for their great work serving on the Scholarships Committee.</p> <p>C. Job Links 2022: BethAnn Stone highlighted the Job Links 2022 save-the-date announcement email which was emailed to Classified Professionals on 4/12/22. The logo was designed by one of our student interns, Emily, and BethAnn is meeting with Jessica Martin on 4/20/22 to design the registration on GROW. Lunch is planned to have two food truck options, with one being a Cajun-style food truck and the other diner-style food. There will be a set menu of two to three options, not including vegetarian and gluten-free options. To help ensure the expedient delivery and receipt of food during lunch, participants will identify their meal ahead of time, either as part of the registration process or immediately after completion of registration by receiving a link to choose their menu option. Our workshops are mostly narrowed down with two to three that we’re waiting to hear back from. Gretchen Medel’s CPR and first aid workshop, Lucy Snow’s “Channeling Your Inner Artist” and ceramics workshops, Eric Moss’s mental fitness workshop, Collen Ralston’s physical fitness at work workshop, and a workshop by Managed Health Network on surviving a post-pandemic work environment have all been confirmed. BethAnn and Shondra West will be co-presenting a workshop on participatory governance and Sandra Mills is going to work with Local 1 about the Classified Employee Enhancement Program (CEEP) and educational incentives, as well as for potentially tabling. Tabling from Kaiser, John Muir, and other vendors from past Job Links (ex. Trader Joes, 24 Hour Fitness, etc.) are also being investigated as possibilities. Andrea Medina is reaching out to CalPERS but they may be unable to table, and if not, Classified Senate can ask to schedule them for a summer professional development workshop instead. Although Social Security will not present at Job Links 2022, Nicole Almassey lauded the usefulness of their workshops. CSSIG will be tabling and taking BMI and blood pressure measurements. Our theme is “All in Flavor” and we will be giving out Blue Bunny sundaes at the end of the day with four different flavors to represent the four campuses, and these will be pre-packaged and distributed at the end of the day. BethAnn has ordered an ice cream parlor backdrop for a station where attendees can have their picture taken with a polaroid camera to commemorate their day at Job Links. Breakfast will be provided by Panera and we will also have a spirit contest at lunch, with prizes awarded to the college that has the most people with the most team spirit and the individual from each college with the most team spirit. In the coming weeks, the Job Links Planning Committee will break out into a few smaller</p>

		groups, a Decorating Subcommittee, a Volunteer Subcommittee, and a Materials Subcommittee. Please refer to BethAnn's 4/25/22 Job Links 2022 Volunteer Callout email for more information and please contact BethAnn if you can support the event by joining one of these subcommittees. All kinds of help are needed, both the day of and day before the event, from all Classified Professionals who are able and willing.
8.	Adjourn Meeting	Adjourn at 4:32 pm Action: M/S: N. Almassey/S. Mills (10-0-0)

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