

CLASSIFIED SENATE MINUTES

Monday, April 29, 2019

3:00 p.m. – 4:30 p.m.

Room CC3-361

Members Present: Nicole Almassey – *President*, Deborah Baskin – *Vice President*, BethAnn Stone – *Secretary*, Letta Greene – *Treasurer*, Ninnette Alfaro – *Council Member*, Justin Nogarr – *Council Member*, Michelle McQuaid – *Council Member*, Sandra Mills - *Local 1 Representative*, Paul West, Grace Villegas, Sandra Parsons, Courtney Diputado, Imelda Lares, Marques McCoy, Robert Delgado, Michelle Baird, Eloine Chapman

Members Excused: Tammy Oranje

| Item | Agenda | Outcomes |
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| 1. 2. 3. | Welcome Announcements Public Comment | <ul style="list-style-type: none"> • Meeting called to order: 3:00 p.m. • No public comment given. |
| 4. | A. Agenda B. Minutes C. Treasurer’s Report | <p>A. Agenda- Action: Approved M/S: G. Villegas/D. Baskin; unanimous approval of agenda with one correction (5-0-0)</p> <p>B. Minutes 4/15/2019 – Action: Approved M/S: M. McQuaid/D. Baskin; approval of minutes with four (4) abstentions (5-0-4; G. Villegas, N. Alfaro, I. Lares, Sandra P.)</p> <p>C. Treasurer’s Report – L. Greene: The 79 account balance is \$11, 460.33 and the 11 account balance is approximately \$4,000. The 11 account balance will need to be spent down before June 30th.</p> |
| 5. | Presentation | <p>Mindfulness – Sandra Parsons: A Mindfulness workshop was conducted over Spring Recess. Mindfulness is about self-awareness and being present. Often times in our day-to-day life we are always thinking of what just happened or what is going to happen. We all breathe, but not many of us really breathe. There are some techniques to center yourself and be present that can be done daily, before sending an e-mail or going to a meeting. Anchors are often used to remind you to center. For example, set a phone reminder every 20 minutes to take a minute and come back to your body and self. Another technique, is to think about what you are hoping to get from a meeting before attending. Then listen, think and set goals for each day and before meetings. This will help you to be centered and focused. Most people don’t really know what’s going in our mind and bodies. This is where body scans can be helpful. It typically takes about 30 minutes to do a body scan, which looks through places of tension, sensations (hot/cold), awareness of self and body. However, please be aware that meditation and body scans can sometimes be a trigger for past traumas.</p> <p>SEA Program & EEO – Sabrina Kwist:</p> <p>EEO: EEO is working on the IDEA toolkit and Creating a Rubric for Change: Increasing Workforce Diversity. The toolkit is used to ensure our process for hiring is centered on equity by ensuring paper screening and interview processes are adhered to under Title V. This project includes the modification and distribution of the IDEA toolkit as a resource. It was noted that some of the links in the toolkit no longer work and some of the places for hiring advertisements were outdated. The toolkit will also be linked as a resource for distribution with the Box 2A process. Also included in the project are workshops with faculty on supplemental questions and equity rubrics, workshops with Managers on Classified and Management positions exploring instructions to candidates, desirable qualifications and supplemental questions in addition to continued Management trainings on committee norming,</p> |

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the interview process, methods for assessing candidates, and the preparation of candidates. EEO is working with District on changing instructions to candidates to include links and descriptions of specific departments Classified would be working with.

SEA: LMC was awarded \$3.2 million, of which over 2/3 have been dedicated to positions in programs such as Counseling and Outreach. Integration is continuing of the BSI, SSSP and Student Equity Plans into the SEA Program. SEA is not just about equal access but, equal outcomes. Although the data from the State keeps changing, it is coded for three (3) areas – access, retention and completion. The College will set some goals which will be in alignment with the Vision for Success. The State excluded first generation students from the SEA data however, LMC has not. Unfortunately, we will have to rely on local data for information on this population. Professional Development on Universal Design Learning (UDL), delivery of instruction in multiple modalities, and equity-minded practices. Data will be shared college-wide and SEA will integrate into institutional processes and systems such as fall equity events and the Guided Pathways Retreat(s). SEA will also integrate with Guided Pathways, College Promise, and Strong Workforce Development using equity – centered practices.

VFS Goal #5 & Strategic Plan Evaluation Report – Chialin Hsieh:

VFS Goal #5: Now that we have data on Goal #5 in Vision for Success from the State, Chialin is back to present the goal and data to the Classified Senate. This data is separate from the SEA data requirements mentioned by S. Kwist earlier in the meeting. Foster youth and African-American students are student population priorities for the State.

Strategic Plan Evaluation Report: The website includes this report and links to evidence. If you do not have time to review the entire report, please review the Executive Summary and Recommendations sections. In the fall the EMP planning will begin and this report we will feed into that process.

Strategic Enrollment Management Committee Proposal – Sally Montemayor Lenz: The committee was reinstated by Cabinet and President Kratochvil. The Committee will have a more integrated, coherent strategy given all of the initiatives coming from the State. Sally Montemayor Lenz presented the logic model which will help integrate all the initiative plans and processes. Sally did note that the logic model is currently very draft and will most likely change somewhat as it goes through the shared governance process. A list was recently made of all the upcoming initiatives and/or plans from the State. In the logic model it can be noted, that the Vision for Success Plan is at the top of the model feeding down (degrees, transfers, unit reductions, CTE and equity); the bottom of the model is where the Student Centered Funding Formula feeds up (FTES, Pell Promise, AB705, SWP, Student Success Allocation); feeding into the middle is LMC and District initiatives and plans (CCCCD Strategic Plan, LMC EMP 2020-2025, SEM, Guided Pathways-Enter-Stay-Ensure Learning, SEA-Access-AB705, Outreach-Progress/Retention-Completion). If we have a ‘push’ for high school students take 6 units while in high school (i.e. senior year) they are more likely to enter college and persist. Program mapping is still being done but well be helpful and informative. Not seen in the logic model are the focus groups and committees that have been working

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| | | together and informing the work. At the core of this work you can note the six (6) success factors (Directed-Focused-Nurtured-Connected-Engaged-Valued). In summer 2019 program mapping will continue and in fall 2019 work will continue on the “Clarify the Path” pillar. |
| 6. | Committee Input and Report-Outs | <p>A. District Reports: DGC will have a meeting/retreat in June for the transition of outgoing to incoming members.</p> <p>B. SGC: The majority of what was discussed in SGC has been presented and/or discussed in previous Classified Senate meetings. Scott Warfe will be doing CCSSE presentation in fall for the Senate. SGC also discussed the Mission Statement and Resource Allocation (BRD).</p> <p>C. Enrollment Management: No report</p> <p>D. Safety Committee: No report</p> <p>E. Planning Committee: No report.</p> <p>F. TAG: No meeting.</p> <p>G. IDEA: No meeting.</p> <p>H. Sustainability: No report.</p> <p>I. Professional Development Advisory Committee: The new professional development software, Cornerstone is anticipated to go live for beta testing in June and will be fully rolled out in fall 2019. The new software will make it easier to manage Flex registrations and developed Flex workshops and series.</p> <p>J. SSSP Advisory Committee: No report (maybe replaced with SEA Program)</p> <p>K. EEO Committee: No report. (Note Sabrina Kwist’s presentation earlier in meeting)</p> |
| 7. | Council Business | <p>A. Elections (start 07/01/19): For 2019-21 elections there are 2 council positions and the Vice President position on the ballot. The election closed on Friday at 5:00 p.m. and the results are as follows:</p> <ul style="list-style-type: none"> • The two (2) new Classified Council-Elect positions are Catt Wood and Shelly Baird • The new Classified Senate Vice President-Elect is Robert Delgado <p>B. Accreditation - ISER: ISER draft review and a small team will be attending the 2019 ACCJC Partners in Excellence Conference on April 30th.</p> <p>C. Guided Pathways: Is still working with program mapping.</p> <p>D. Job Links: Is on June 6th at DVC. Don’t forget to submit your leave request if you will be attending.</p> |
| 8. | Adjourn Meeting | Action: This meeting was adjourned at 4:02 pm / M/S: B. Stone/D. Baskin (9-0-0) |