

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

Members Present:

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

Attendees: Myles Crain, Courtney Diputado, Irma Gregory, Michelle McQuaid, Melina Rodriguez

Guest: Carlos Montoya

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 brought attention to Eric Moss's recent emails pertaining to the Wise@Work app and the Mental Fitness Challenge. A 20 Practices Challenge will begin on 5/1/22 and Eric has asked if LMC Classified Senate is willing to join LMCAS and United Faculty in contributing to its prize pool. This item will appear on the 4/15/22 CS Meeting Agenda for approval and discussion. Eric also has planned a Job Links workshop on mental fitness. Bethann announced that the 34th Annual National Conference on Race & Ethnicity in Higher Education will take place in-person, in Portland, Oregon, from May 31st to June 4th, 2022. A team from LMC is being sent, and Dean Sabrina Kwist is accepting applications by 4/4/22 for those interested in attending. For more information, please refer to Sabrina's announcement email, or contact BethAnn. BethAnn also described the 4th Annual California Community Colleges LGBTQ+ Summit, a virtual conference being held on May 4th and 5th, 2022. All students, classified professionals, faculty, and managers are invited to attend this system wide conference, and please reference Sabrina's separate announcement email for more information. Public Comment: No comments.</p>
<p>4.</p>	<p>Approval: A. Agenda of 4/04/22 B. Minutes of 3/14/22</p>	<p>A. Agenda Action: Motion to approve the 4/4/2022 Classified Senate Meeting Agenda: M/S: M. McQuaid/L. Punsalang (10-0-0) B. Minutes Action: Motion to approve the 3/14/2022 Classified Senate Meeting Minutes: M/S: C. Wood/M. McQuaid (8-0-2; R. Turner and G. Villegas abstained)</p>
<p>5.</p>	<p>Presentation: Technology Plan Brentwood RAP Classified Senate-EMP Action Plans</p>	<p>A. Technology Plan: Dr. Carlos Montoya, VP of Business & Administrative Services, presented the Draft Technology Plan 2022-2028. This document is attached to Bethann's 4/6/22 Classified Senate Meeting summary email for your review and information. Carlos explained that the TAG Technology Plan Core Group has extended the planning horizon to 2028 to align with the self-study portion of the accreditation process. Carlos brought attention to the Table of Contents and Section 1. Introduction, and described how the group developed the Technology Master Plan Mission and Planning Process subsections. This is the second year that TAG has worked on the Technology Plan, with 2021 spent developing goals and objectives and gathering feedback, including a presentation to College Assembly. Carlos paused to take an informal poll of the Classified Professionals present to determine if they had knowledge of or had participated in the various rounds of feedback related to the Technology Plan. Based on the attendees' responses, Carlos offered to summarize the plan's history and background. The Technology Plan was originally developed with a planning horizon of 2020-2025, an aggressive goal that was set with the purpose of aligning with LMC's Educational Master Plan. Initial steps were to form TAG (Technology Advisory Group) and then to expand its membership through the Technology Plan Core Group, similarly to how EMP was expanded. Please visit the Technology Plan Core Group's site to view their timeline, tasks, and key documents. Within the Key Documents section there is a link to the Technology Plan Process Update which was presented to College Assembly on 4/12/21, and Carlos highlighted some key items from this update. The Technology Plan Core Group first</p>

reviewed existing documents important for the Technology Plan and identified the relevant goals, topic areas, projects, and initiatives. This information was organized into major themes using an online whiteboard, which grew into the Draft Goals and Objectives. Finally, the Goals and Objectives were sent to committees and the campus community at large for feedback. The task over summer 2021 was to draft the remaining supporting documentation, but unfortunately this timeline was derailed by the Brentwood Center's flooding and other events. In fall 2021 the Technology Plan Core Group grew in membership which added valuable perspective. The group reviewed the objectives and developed additional items for the Technology Master Plan draft, such as the draft of the RAP process, documenting and capturing Total Cost of Ownership (the complete cost of procuring, operating, maintaining, and disposing technology), and incorporating and centralizing within the plan any relevant policies and procedures. Carlos pointed out the Technology Refresh Cycle which describes how updates to lab spaces, computers, cloud storage service, and other categories of hardware and software are scheduled. Once the Technology Master Plan is approved, the Technology Implementation Plan would be developed in fall 2022 and ultimately sent to SGC for review. BethAnn Stone asked about the timeline for approval of the draft, and Carlos expressed that, ideally, it would be taken to SGC in April for feedback and approved by their last May meeting. Carlos provided a Sharepoint link for feedback to TAG for discussion at their 4/26/22 meeting: [Draft Technology Plan 2022-28 Feedback Form](#). BethAnn thanked Carlos for the presentation and praised TAG's work, and commented on the use of the word "compute" throughout the draft. Carlos clarified that "compute" is used in this example as a technical term to mean "processing".

B. Brentwood RAP: BethAnn Stone reported that at their last meeting SGC shared and discussed the feedback related to the Brentwood RAP proposals. Concerns were raised regarding the deferment of funding for student-facing classified positions versus the funding of permanent full-time positions for Buildings & Grounds and Custodial positions. After some discussion, the SGC Chair decided to form a constituent-based working group to meet with VPB&AS Carlos Montoya to review all the priorities that were funded and those that were deferred, and develop either alternate proposals for funding or to arrive at a collective compromise which satisfies the concerns of all constituent groups. BethAnn, Jennifer Saito (representing Academic Senate), and LMCAS President Luisa Velazquez met with Carlos and he provided context and information pertaining to the safety standards that need to be met at the Brentwood Center. For example, due to the nature of the equipment they handle a custodian cannot work on a site by themselves. Also, in addition to the Brentwood Center property Buildings & Grounds is responsible for maintaining surrounding properties that are owned by the college per agreement with the City of Brentwood. A contract with a landscaping business for this maintenance was considered inefficient and was discontinued, as at \$85,000/year it surpassed the cost of funding a full-time Buildings & Grounds position. A compromise that was considered during the meeting was funding some of the student-facing positions recommended for deferral as hourly positions that would be evaluated at the end of the academic year. While there is need for student-facing in-person services at the Brentwood Center, because of the pandemic it is not understood exactly the extent of this need. Funding these positions as hourly allows the services to be available to students while also evaluating their needs. This compromise was accepted by all constituent groups. BethAnn shared the revised Brentwood RAP proposals and described their recommendations. The proposal now includes "Variable Classified Short-Term Hourly funding assigned to the Center (not department) designated to support admin assistant II/program assistant, library/tutoring, and grounds worker. These funds would be subject to annual evaluation for ongoing needs of the Students/Center". The Admin Assistant II/Program Assistant would be stationed at the information Welcome Desk. VP Natalie Hannum has been working with the Library Department and the Center for Academic Support to propose a Library/Tutoring position which could support both services, and an hourly rather than permanent full-time Grounds position was also proposed. At the end of the next academic year these positions and their allocated hours would be evaluated to determine if students' needs are being met and what changes or adjustments can be made to best do so. BethAnn explained that the proposals to be deferred remain the same and noted that Biology accepted the deferment of a full-time Biology Lab Coordinator position since approval of a Science Lab Technician position was included. Also, the Brentwood Library has stated that funding of an Adjunct Faculty position was not as high of a priority as the staffing of a Classified Professional position. Irma Gregory requested clarification of the Admin Assistant II/Program Assistant position and if and how the job description will match the duties performed, and BethAnn and Carlos explained that the position will be either Admin Assistant II or Program Assistant, and that further discussions will take place to evaluate the need and determine how the position

		<p>will be classified. Carlos pointed out that having the position funded as hourly will help create this clarity before a final decision is made. Lawrence Punsalang asked if the potential Admin Assistant II/Program Assistant would report to a manager at Brentwood or at Pittsburg, and Carlos replied that there are benefits to each arrangement which will require further discussion and evaluation to be decided. BethAnn indicated her regard of the revisions as a compromise which meets students' and the Center's needs and asked for and received an informal approval of the recommendation from Classified Senate. BethAnn expressed that she and Irene Sukhu will communicate this agreement to SGC at their next meeting and Carlos recognized BethAnn for her contributions to the revision. The revised Brentwood RAP Proposals are attached with BethAnn's 4/6/22 Classified Senate Meeting summary email for your review and information.</p> <p>Classified Senate-EMP Action Plans: BethAnn Stone presented the completed Sections 1 and 2 of the eLumen Classified Senate-EMP Action Plans which you can find attached to BethAnn's 3/30/22 Classified Senate Meeting summary email. The purpose of the Action Plans template in eLumen is to better document and record the work that the various committees, plans, initiatives, and groups conduct on campus to further advance achievement of our Educational Master Plan objectives. At the 1/31/22 Classified Senate Meeting we discussed our 2021-2024 Classified Senate Goals and Objectives and discussed prioritizing two goals for the academic year, Goal #1 and Goal #3, which were then entered into our eLumen Classified Senate-EMP Action Plans. Goal #1 is to develop and promote additional opportunities for Classified Professionals to participate in activities that embrace diversity and celebrate multiculturalism, which Classified Senate can advance by organizing Job Links and other activities, such as a Diversity Day. Goal #3 is to increase by at least 10% the number of Classified Professionals participating in LMC, 4CD, and state committees, activities, and professional development opportunities, and BethAnn highlighted our marketing activities, collaboration opportunities, and plans for organizing the Holiday Luncheon and tabling. Irma Gregory asked if we can quantify the number of Classified Professionals currently involved in these activities to measure a 10% increase. BethAnn replied that there is accounting of the number of Classified Professionals representing Classified Senate on various committees and groups, including Classified Senate meeting minutes. Rosters are also available from activities such as Opening Day, College Assemblies, the Holiday Luncheon, and Job Links. An attendance or roster can be compared with that of the previous academic year to calculate increases in participation. The group agreed through an informal poll to approve the completed Sections 1 and 2 of the Classified Senate-EMP Action Plans.</p>
6.	Committee Input and Report Outs	<p>A. District Reports: BethAnn Stone reported that Classified Senate Coordinating Council held a virtual retreat on 3/28/22 with Council Members from all three colleges and the District in attendance. Topics of discussion included the challenges districtwide with attendance and participation from Classified Professionals in overall activities, specifically senate meetings and senate committees. It was decided that more professional development is needed concerning Robert's Rules and the Brown Act, so Classified Senate may offer a condensed workshop on these subjects. To build membership, one college is working at changing their bylaws to include hourly Classified Professionals as voting members. Ideas for recruiting events were also discussed such as offering food or encouraging Classified Professionals to bring a friend to meetings. Developing Classified Nexus was proposed, as well as including information about Classified Senate in new hire packets. Classified Senate Coordinating Council has decided to move forward to begin work developing 9+1 at the District level and during discussion the group agreed that Chancellor Mojdeh Mehdizadeh would be the perfect Chancellor with whom to advance these efforts. Lawrence Punsalang remarked that, compared to the other senates, LMC's Classified Senate has no Council vacancies and he praised our Classified Senate's progress, fundraising, and communication, and BethAnn's leadership.</p> <p>B. Shared Governance Council: BethAnn Stone reported that SGC met 3/23/22 and the main item of discussion was the Brentwood RAP Proposals. SGC also reviewed and approved their EMP action plans and there were presentations on two degrees and/or certificates which are scheduled for approval at SGC's next meeting. A Public Health Associate Degree for Transfer was presented on by Colleen Ralston and this ADT would provide a pathway for students to Kinesiology and Public Health programs at our CSUs and UCs. There was also a presentation on a Certificate of Achievement in Hip Hop Studies, which includes 18 interdisciplinary units and is offered as a summer cyber session to help increase flexibility for our students. Please email BethAnn if you are interested in receiving the links to these presentations.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM is seeking 2-3 Classified Professionals to</p>

		<p>participate in the SEM Academy and serve as members of the SEM 2.0 Team. If you are interested in participating in this team, please email BethAnn with your interest by 5:00 pm on Monday, 4/19/22. The LMC SEM 2.0 application document for your reference and information is included as an attachment with BethAnn's 4/6/22 Classified Senate Meeting summary email. There was also discussion regarding changing the meeting schedule of SEM to meet twice a month for an hour and a half each time, rather than for one 3-4 hour meeting per month. A new dynamic template was launched for the 2023-2025 Student Equity and Achievement Plan and is meant to inform institutional plans. New student success metrics have been launched and a constituent-based Student Equity and Achievement (SEA) writing team has been developed to draft that plan. They will begin meeting on 4/5/22. SEM also discussed Seed funding integration with SEM and short-term and long-term planning to ensure that the funding ties into the SEM priorities while also continuing the equity-driven practices, professional development, and activities that have been previously outlined and funded through Seed. Dave Belman provided an update pertaining to marketing in-reach/outreach about the development of a comprehensive calendar for communications to students. The calendar will help prevent students from being inundated with too many targeted communications by outlining when and from whom emails and text messages are sent from the various departments and student support and services. Strategic Scheduling Group is still working on sequencing, and Distance Education is preparing their roadshow to the senates for final approval of the Distance Education strategic plan. Janith Norman will join the 4/18/22 Classified Senate Meeting to present an overview of the new plan and its implementation.</p> <p>D. Safety Committee: Safety Committee has not met since the last Classified Senate meeting.</p> <p>E. Planning Committee & ISLO Core Group: Although Planning Committee has not met BethAnn Stone has included the latest draft of the Comprehensive Program View Template approved by Classified Senate as an attachment with her 4/6/22 Classified Senate Meeting summary email for your review and information. Once Planning Committee approves the template's design in May, the next steps are for BethAnn to develop the individual templates in eLumen for each section. There continues to be discussion with VPSS Tanisha Maxwell and her team regarding if and how program review of learning communities may be embedded within Student Services in the template.</p> <p>F. TAG/Technology Plan Core Group: Please refer to Item 5A. Technology Plan of these minutes for VPB&AS Carlos Montoya's presentation on the TAG Technology Plan.</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: Irma Gregory reported that District EEOAC's main activity has been the EEO plan work. EEO has not met since the last Classified Senate meeting.</p>
7.	Council Business	<p>A. Scholarships Committee: BethAnn Stone shared that Scholarship Committee met and decided to move forward with the application scoring rubric that was developed during the last cycle. Based on our remaining funding (~\$3,400), the funding raised from the Fall Fun Run and payroll donations (~\$5,100), and keeping a balance of \$1,500 in the scholarship account, BethAnn and Scholarship Committee requested a motion for Classified Senate to approve \$7,000 in awarded scholarships in spring 2022. Action: Motion to approve four \$1,000 scholarships for transferring students and six \$500 scholarships for continuing students, for a total of \$7,000 in scholarship awards. M/S: C. Wood/M. McQuaid (9-0-0).</p> <p>B. Job Links 2022: BethAnn Stone reported that Job Links Planning Group has met weekly since February and she shared the event flyer, which was included with BethAnn's 4/12/22 save-the-date email to Classified Professionals. Chancellor Mojdeh Mehdizadeh has agreed to serve as our guest speaker, but not in the capacity as Chancellor. Mojdeh will speak about her experiences starting off as a student worker and advancing to where she is now as Interim Chancellor of the District. There will be a small panel from each college and an opportunity to ask questions or submit questions beforehand. Eric Moss's Mental Fitness Challenge workshop, Colleen Ralston's workshop on physical fitness at work (including a tour of the new kinesiology athletics complex), a workshop around equity in teams, and a Gretchen Medel's CPR and first aid workshop have all been confirmed. BethAnn will be working with Jessica Martin and Dean Sabrina Kwist on getting everything completed on GROW to allow people to register. Our theme is "All in Flavor" and we will be giving out Blue Bunny sundaes at the end of the day. BethAnn thanked Andrew Murphy, Sheri Woltz, and Michael Schenone for their collaboration on approving the sundaes and</p>

		<p>organizing their purchase and freezer storage. If you have any Job Links feedback or ideas for workshops, please email BethAnn.</p> <p>C. Graduation Ceremony Name Readers: BethAnn Stone explained that multiple attempts to HR to request the names of recent Classified Professional retirees have gone unanswered. The three nominees that had been put forth to act as Graduation Ceremony Name Readers at the spring Graduation Ceremony were Diane Ferguson, Diane Ahlborn, and Eva Monteverde. BethAnn had invited Classified Professional of the Year Teresa Ferguson as a reader, but she is not available. BethAnn proposed that Classified Senate select two of the three recent retiree candidates and the remaining candidate can be an alternate in case a reader is unable to attend. BethAnn accepted votes for the candidates by direct message and email through an informal vote.</p>
8.	Adjourn Meeting	Adjourn at 4:34 pm Action: M/S: I. Sukhu/C. Wood (9-0-0)

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